



Job Description: Registered Nurse (RGN, RN, RMN)

RESPONSIBLE TO: Matron and Directors

Philosophy of Care: To add life to years, not years to life through holistic care and:
Respect Choice Dignity Spiritual Awareness Diversity

Qualifications, Training and Experience

- Level 1 registered nurse with relevant current Pin number
- To have a genuine interest in caring for older people
- To be prepared to undertake further training if necessary
- To have excellent communication skills
- To have the ability to work effectively within a team environment at all levels

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jobs@sycamorelodgcarehome.co.uk

Main Aims of the Job:

- To be the nurse in charge when on duty
- To facilitate a high standard of care through written care plans for the residents as directed by the Matron
- To plan, assess, implement and evaluate the care given to the residents
- To delegate work to all care staff and monitor the care given in conjunction with senior carers
- To contribute to the personal needs of the individual resident and ensure they enjoy a good quality of life by ensuring a friendly caring environment

- To ensure that residents retain their dignity, choice and individuality
- To help induct, train and supervise colleagues and junior members of staff in all aspects of their work at the Home
- To provide care for the terminally ill resident and perform last offices
- To be competent in the specific nursing skills required of your position and training
- To be able to work as a team under the supervision of the Matron
- To provide and maintain the standard of care to our residents as required by NMC code of professional conduct

Key Responsibilities:

- To ensure the highest possible standards of care are maintained through your own efforts and those that have been delegated to care for them on a daily basis
- To ensure well organised and efficient care is given at all times
- To ensure that all aspects of their care needs, i.e. physical, emotional, spiritual and social are met
- To keep all records of care given in the residents care plan after each shift
- To delegate responsibilities clearly, courteously and collaboratively, as required, to ensure the highest standards of care are maintained
- To ensure full privacy and dignity is maintained for the dying and the bereaved
- To ensure that any appropriate resident is commenced on the Liverpool Care Pathway when confirmed by their doctor as per protocol
- To work with the Hospice care nurses to ensure that the dying receive the utmost care that we can provide
- To develop a relationship of trust and friendship with the residents and their families
- To promote independence when possible
- To act as a Named Nurse to a group of residents to ensure continuity of care is maintained to the resident and their families

- To review your group of residents care plans on a monthly basis ensuring you have up-dated their care plans when necessary, ensuring that they have been weighed and observations have been checked such as blood pressure. Ensure that all risk assessments have also been up-dated
- Offer the resident and/or their relatives or relevant person an a care plan review on a 3,6, or 12 month basis whichever they prefer
- To provide the resident with all their medication as prescribed to them by a medical practitioner
- To administer all medications with the utmost care and attention to the named resident, ensuring that it is the correct dose, given at the correct times, by the correct route and signed in the correct location in their MARS chart after the medication has been dispensed
- To ensure that any written entries for new drugs that have been prescribed are signed by yourself and countersign by another registered nurse
- To ensure that all drug trolleys are kept locked and not left unattended outside the nurses office or locked cupboard in top lounge at any time
- To ensure that the controlled drug and homely medication cupboards are kept locked at all times
- To ensure that the nurses office is kept locked when unattended by a registered nurse
- To carry the Homes' keys on your person at all times
- To ensure that all controlled drugs are treated appropriately and countersigned when a new supply is received, when administering and when disposing of the controlled drug
- To dispose of any waste medication appropriately in the correct domes kits/bins provided and penned in the appropriate book
- To ensure the correct use of all sharps bins and arrange collection and supply when necessary
- To attend to all residents wounds etc as per care plan. If these are not responding to treatment then to seek advice from colleagues, GP or refer to Tissue Viability if necessary
- To participate in residents' leisure activities and enhance their quality of life when required by encouraging individual hobbies and activities whenever possible

- To report any change to the residents health, well being or behaviour to the appropriate person
- To report any accidents/incidents immediately in the appropriate book
- Ensure that the call bell system is answered as rapidly as possible, giving assistance if required
- To follow infection control guidance at all times ensuring you have adequate protective clothing such as gloves and aprons when required
- To ensure all charts in residents bedrooms are accurately recorded as required i.e. fluid, food and mouth care charts
- To ensure all complaints are dealt with promptly and are written in the appropriate book and reported to the Matron and or owner of the Home
- To practice maximum integrity in all dealings with residents' personal and financial affairs
- In the absence of the Matron or Deputy Matron then you may be required to undertake a pre- assessment for new resident prior to coming into the home
- To contribute to in-house staff training when required
- To become a link-nurse in your chosen area (if possible) and attend meetings, up-date yourself as required and feed back any new information to the staff
- To take every opportunity to maintain and improve professional knowledge and competencies and to share this with your colleagues.

General

- To attend and participate in staff meetings and attend all mandatory training when required
- To attend supervision and appraisals ensuring that you have prepared for these when required
- To attend any other training when a need has been identified
- To assist with domestic duties in the home including cooking cleaning and laundry when the need arises
- To communicate effectively with other staff, relatives and visitors including professional agencies regarding residents and work in a collaborative way

- To answer the door and telephone courteously and respond accordingly
 - Make visitors feel welcome. Provide refreshments/assistance when required
 - To undertake any enquiries for the home by filling out the appropriate form in a courteous manner
 - To complete regulation 37 form when necessary
 - To assist fully with any inspections the Home may have from the Commission for Social Care Inspectorate
 - To report any faults/defects in the Home to the appropriate person or the Matron
 - To be fully aware of the fire policy and the awareness of food hygiene regulations
 - To ensure you are familiar with all current policies and procedures and understand your duty to comply and implement them when necessary
 - Be prepared to undertake any aspects of care or non caring duties as requested
 - To ensure that all communal areas are kept clean and tidy
 - To ensure that residents rooms are adequately heated and/or ventilated and that they have appropriate clothes on for the time of year
 - To wear uniform provided with flat sensible shoes at all times
 - To be aware of confidentiality at all times especially regarding the use of the walkie talkies
 - To ensure that staff do not use mobile telephones while on duty
 - To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties
 - Understand your duty to whistleblow if you witness bad practice or harm to a resident within the Home
 - To wear an identification badge at all times
 - To promote and ensure the good reputation of the Home at all times
- Health and Safety
- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act
 - To assist in the maintenance of a Safe and Healthy Working environment by understanding and ensuring adherence to the Homes' Health and Safety Policy

and Procedures including Fire

- To act as name checker following a fire alarm
- To practice and promote safe working practices within the Home
- To take responsibility for your own health and safety and that of others who may be affected by your acts or omissions
- To be fully aware and comply with infection control policies and procedures and appropriate hand hygiene technique
- Use hand gel on hands that are visibly clean only
- To report immediately to the Matron, any illness of an infectious nature or accident incurred by a resident, colleague, self or another
- To report to the Matron and Maintenance man of any faults, damaged furniture, faulty appliances, equipment or any potential hazard
- To clean up any spillages that you have made or found as soon as possible or request assistance from the domestic staff if required
- Ensure all soiled laundry is placed in the appropriate bags and placed in the bins provided
- Ensure all used pads are placed in the appropriate clinical bags and placed in the bins provided. Make sure that you replace the bag when $\frac{3}{4}$ full
- The Home has adopted a NO SMOKING policy which applies to all posts within the Home.

Smoking may be carried out in a designated area which can be found on the ground floor outside in the courtyard. The outside door is to be kept closed at all times to prevent the smell of smoke coming back into the Home

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This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties required. However, it is not definitive and may be subject to periodic view.

