

Job Description and Person Specification

Job title:	Registered General Nurse
Directorate:	Communities
Service:	Adult Social Care
Team:	Responsive Care Providers
Post number:	
Salary grade:	Grade H
Work location:	Birchwood Care Home
Reports to:	Clinical Lead & Residential Unit Manager
Supervises:	Dementia Practitioners

Job Purpose

Birchwood Care Home is a 60 bed home in Newbury, which offers residential and nursing care to vulnerable older people. Incorporated within the 60 beds are 10 step down beds which are used to facilitate hospital discharge.

The Registered Nurse will professionally lead the care team during any span of duty, ensuring that a safe, effective and efficient care service is maintained which meets the needs of residents. To provide good quality nursing care to residents in accordance with their care plans.

- Responsive Care Providers delivers care services to residents to West Berkshire. These include residential/nursing care, day opportunities and shared lives. As a functioning member of this vibrant service you will be expected to participate fully in events, consultations etc. Your voice, views and ideas are important to us and critical to the ongoing success and development of the service.

Structure Chart

Main Duties and Responsibilities

- Comply with the clinical governance framework and all activities related to it. This includes participation in the clinical audit programme
- Provide leadership and support for care staff and act as a champion for residents' safety and dignity.
- To maintain skills and knowledge and ensure that care is delivered according to latest guidelines and best practice evidence available.
- Ensure the ongoing safety of residents, staff and visitors through systematic assessment, monitoring and reviewing processes.
- Ensure that clear and accurate records and communication systems relating to clinical and care delivery are maintained and effectively used.
- Act as a role model for good clinical and care governance practice.
- To operate in a manner consistent with Responsive Care Providers four core values: Respect, inclusion, compassion and empowerment.

Main Duties and Responsibilities

Specific responsibilities and duties

- Provide effective leadership and support for the care team within the home.
- Supervise care staff on a day to day basis and through formal supervision processes.
- Liaise with GPs and other health professionals to ensure that residents receive the medical and clinical support they require.
- Undertake the role of Named Nurse for a cohort of residents.
- Demand high quality care delivery focused on residents individually assessed needs and choices.
- Promote the professional image of the services through excellent communication, appropriate behaviour and professional appearance.
- Support new nurses and care staff in the completion of induction programs, training and competency assessment.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

To maintain skills and knowledge and ensure that care is delivered according to latest guidelines and best practice evidence available

- Maintain skills and keep up to date with clinical developments and best practice in areas relevant to care delivery in the home.
- Undertaken training appropriate to the role, as agreed with the Home Manager/Clinical Lead, and ensure learning is shared and transferred into practice.
- Review the daily delivery of care, including pressure area prevention, nutrition and infection prevention and control procedures. Ensure high standards of care delivery are maintained.
- To be responsible for the safe and appropriate management, administration and recording of medication, including controlled drugs and oxygen, in accordance with NMC requirements
- Act at all times within your own skills and competence in accordance with the NMC code of practice.
- To attend all statutory and mandatory training as required by WBC in order to fulfil your duties.

Ensure the ongoing safety of residents, staff and visitors through systematic assessment, monitoring and reviewing processes.

- Conduct and document care and risk assessments and develop care plans related to the assessed needs and choices of individual residents.
- Ensure that areas of identified risk are appropriately monitored and outcomes recorded and acted upon e.g. fluid and nutrition charts, turning regimes, blood glucose monitoring.
- Report all accidents and incidents promptly in accordance with West Berkshire Council Policy. Ensure accident/incident reports are written clearly and concisely and that any remedial action or learning is incorporated into care delivery.
- Ensure that residents are encouraged and supported to remain as independent and active as possible. Promote the philosophy of activity based care.
- Ensure the safety and comfort of all residents, whilst encouraging a happy, homely atmosphere.
- Be knowledgeable about Safeguarding Vulnerable Adults Policies and Procedures and report any untoward events in accordance with WBC requirements.
- Ensure that clinical equipment is maintained in a safe, clean and fully functional state. Report any equipment failures or damage to the Home Manager/Clinical Lead.
- Be responsible for the care and protection of residents property.

Main Duties and Responsibilities

To maintain standards of infection control within the home and to assist residents to maintain their own infection control needs.

Ensure that clear and accurate records and communication systems relating to clinical and care delivery are maintained and effectively used

- Be aware of company policies and procedures and ensure requirements are incorporated into practice.
- Ensure effective and clearly documented handover systems are maintained to facilitate the effective transfer of information between staff and shifts.
- Attend and participate in nurse and staff meetings as arranged by the Home Manager/Clinical Lead.
- Understand the requirements of the Mental Capacity Act (2005) and Deprivation of Liberty Safeguards (2008) in relation to consent and best interest decision making.
- Provide information to residents and relatives in relation to care delivery, being mindful of data protection and Caldicott requirements.
- Ensure high standard of record keeping are maintained in accordance with NMC, Health and Social Care Act (2008) and Essential Standards of Quality and Safety (2010) and WBC requirements.

Act as a role model for good clinical and care governance practice

- Act at all times within own competence and knowledge in line with NMC registration requirements.
- Report any concerns regarding poor performance or unsafe practice via line management.
- Intervene immediately in situations where there is significant risk to residents.
- Assist the Home Manager to meet all relevant regulatory, contract and good practice standards.
- Maintaining necessary residents confidentiality; at all times being mindful of Caldicott requirements and following the Nursing and Midwifery Council code of conduct.
- Participate in continuous professional development to ensure requirements of the Nursing and Midwifery Council (NMC) for PREP and continuing registration are met.

Scope (impact on/control of resources, people, money etc)

N/A

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
NMC Registered Nurse (RMN or RGN)	E	1
Evidence of personal and professional development	E	2
Experience		
Experience of working with older people	E	1
Experience of working in the care home environment	D	1
Experience of working with individuals with dementia	D	2
Leadership experience	D	3
Knowledge and understanding		
Knowledge and use of clinical assessment tools e.g. Waterlow,	E	1
Understand care planning processes and have experience of writing care plans	E	2

Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Good organisational skills	E	3
Good supervisory skills	E	4
Good communication skills both written and verbal	E	5
Ability to contribute to, monitor and implement changes that improve service delivery and outcomes for residents	E	6
Ability to plan allocate and delegate work appropriately	E	7
Work-related personal qualities		
Ability to be flexible with regard to working hours	E	1
Builds effective and credible relationships both internally and externally	E	2
Works collaboratively with others sharing ideas and information at all times	E	3
Effectively builds trust with a consistent approach between actions and words	E	4
Has the ability to raise standards through innovation and new ideas	E	5
Will take responsibility for issues and resolve them.	E	6
Able to cope in difficult situations with tact and diplomacy	E	7
Ability to build rapport and positively influence others	E	8
Ability to inspire professionalism	E	9
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	1
Enhanced DBS check with relevant barred list	E	2