



Job Description

RGN

Willow Green, Darlington



St Martins Care

Homely, Compassionate Care

Willow Green

Eastbourne Road, Darlington, DL1 4ER.

Tel 01325 465 770 / 0191 467 0036 Email willow.green@smcgroup.co.uk www.smcgroup.co.uk



Job Description

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Main Purpose

1. To achieve the highest possible standard of care in a professional manner through direct nursing care and effective supervision of staff members.
2. To take management responsibility for a shift as directed.

Responsible to

Operations Manager/Manager.

Main Duties

1. Ensure that all Staff Members contribute, to the best of their ability, to the efficient running of the Home/ Care Centre and the creation of an atmosphere conducive to the best interests of the Residents. Duties may include acting up for the Deputy Home Manager and/or the Home Manager in their absence
2. Report any ill-health amongst residents and make requests for GP / Professional visits where necessary.
3. Ensure that Residents' Care Plans are completed and maintained in conjunction with Residents, Relatives and other Health Care Professionals, and in accordance with NMC guidelines & Company policy
4. Assess all aspects of residents' care needs, and provide health supervision and direct Nursing Care when required.
5. Carry out regular checks on residents at intervals determined by the Home Manager. Ensure a clear and concise handover report is given to all relevant Staff Members at the end of each shift.
6. Assess social and health care needs of new residents, and maintain on-going assessment and review of all other residents.
7. Maintain accurate records and ensure that each resident within the Home/ Care Centre has an individualised Care Plan. Resident Care Plans are to be reviewed monthly and reviews are to be held with the resident, their next of kin/advocate and Care Manager on a bi-annual basis, or more frequently as and when required, in accordance with NMC guidelines & Company policy
8. Administer prescribed medicines and maintain the necessary records as per Company guidelines
9. Establish and maintain good communication with Residents, Relatives and with the multidisciplinary team. Provide administrative support when required
10. Ensure meals are of sufficient quantity and good quality, and that Client's dietary needs are met.
11. Support and assist the Home Manager in auditing Care Plan documentation, to ensure best practice.
12. Practice maximum integrity in all dealings with residents' personal and financial affairs, and avoid abuse of the privileged relationship that exists with residents
13. Maintain effective communications with the Home Manager
14. As requested by, and/or in the absence of, the Home Manager maintain effective communications with Residents, Relatives, Staff Members, Operations Manager, Director and any other concerned bodies.
15. Obtain a report from the Person in Charge, and advise the Home Manager, regarding any incident / accident, and the status of any residents whose care / health is causing concern
16. Arrange / participate in Staff and Resident meetings as and when required.
17. Ensure that all commodities used in and around the Home/Care Centre are sensibly conserved by all Staff Members e.g. monitor usage of incontinence aids, wipes, dressings, electricity etc.

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18. Adhere to, and implement, all HR policies & procedures.
19. Actively market the Home/ Care Centre and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Home/Care Centre at all times
20. In the absence of the Home Manager, and in conjunction with the Operations Manager, endeavour to fill any resident vacancy by liaising with Social Services and health authorities/boards and assessing/ selecting suitable residents. (These places are to be offered within the normal terms of residency and the fee structure in operation within the Home/Care Centre at the time).
21. Ensure the Home/Care Centre is attractively presented, and odour free, at all times, in line with the Company's attention to detail philosophy.
22. Supervise and instruct junior and new Staff Members in all aspects of their work in the Home/Care Centre, giving help and guidance where appropriate and assisting in keeping records up to date.
23. Maintain and improve professional knowledge and competence. Keep professionally updated in all areas of clinical expertise.
24. Attend mandatory training days/courses, on or off site, as and when required.
25. Report immediately to the Home Manager any illness of an infectious nature or accident incurred by a resident, colleague, self or another. Be responsible for infection control in the absence of the Home Manager.
26. Understand, and ensure the implementation of, the Home/Care Centre's Health & Safety policy, and Emergency & Fire procedures.
27. Report to the Home Manager, or the Handyman, any faulty appliances, damaged furniture, equipment or any potential hazard
28. Promote safe working practice within the Home/Care Centre.
29. Adhere to all appropriate NMC guidelines / regulations and the General Social Care Council Code of Conduct.
30. Ensure that all existing stocks are maintained in a safe and tidy environment and reorder as and when required.
31. Ensure that all information of a confidential nature gained in the course of work is not divulged to third parties.
32. Notify the Home Manager (or, in the absence of the Home Manager, the senior person in charge of that shift) as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
33. Ensure the security of the Home/Care Centre is maintained at all times
34. Adhere to all Company policies and procedures within the defined timescales.
35. Carry out any other tasks that may be reasonably assigned to you.

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This list is not exhaustive and only outlines main duties; the Home Manager/ General Manager may request other reasonable duties.

This document will be reviewed annually at the time of performance review.

I acknowledge the receipt of the above job description.

Name _____ Signature _____

Date _____

Once signed, kindly return to the administration department for filing and photocopying.
One copy will be retained in your personnel file and the other is for your personal reference.