



JOB DESCRIPTION

Post Title:	Registered Nurse (RGN/RMN)
Employer:	Hafod Care Association Limited
Responsible To:	The Registered Home Manager

MAIN OBJECTIVES OF THE POST

- To ensure the highest possible standards of care are maintained in accordance with the NMC's Professional Standards of Practice and Behaviour and to be accountable for own practice
 - To ensure the requirements of the National Minimum Standards for Care Homes for Older People are implemented in accordance with the Care Standards Act 2000 and Home Life: A Code of Practice for Residential Care.
 - To take responsibility for the day to day management of the care tasks appertaining to the holistic needs of the nursing residents within the Home.
 - Ensure that any information or advice given is evidence-based.
 - To recognise and work within the limits of your competence
 - To be responsible for own development and maintain knowledge and skills needed for safe and effective practice.
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PRINCIPAL DUTIES

1. Care Practice

To put the care and safety of all clients as the main concern and make sure that their dignity is preserved and their needs are recognised, assessed and responded to by:

- Facilitating a high standard of care through written care plans for each resident as directed by the Clinical Nurse Manager and General Manager.
- Planning, implementing and reviewing the care given to residents
- Delegating work appropriately to care staff and monitor and evaluate accordingly
- Making sure the fundamentals of care are delivered effectively
- Ensuring that any treatment, assistance or care is delivered without undue delay
- Respecting and uphold people's human rights

2. Record Keeping and Review

To keep clear and accurate records relevant to your practice by:

- Completing all records at the time or as soon as possible after the event
- Completing all records accurately and without any falsification, taking immediate and appropriate action where necessary
- Ensure all paper or electronic records are attributed to self, ensuring they are dated and timed
- Taking all necessary steps to ensure that all records are kept securely and in line with the organisation's policies and in line with data protection legislation.
- To ensure compliance with all statutory and legal obligations e.g. POVA, Reg 38 etc.
- Assist management in ensuring monthly audits are completed and accurate, e.g. medication, pressure ulcers, wounds etc.

3. Medication

To administer medicines within the limits of your training and competence, the law and the organisation's policies and guidance. In particular:

- To ensure that the administering of any medication for each person is compatible with any other care or treatment they are receiving, including over-the-counter medicines.
- To take all steps to keep medicines stored securely
- To ensure all appropriate records are kept up to date and relevant in line with the organisation's policies and procedures
- To ensure that all controlled drugs are administered in accordance with the organisation's policies and procedures
- To dispose of any waste medication, sharps etc. appropriately and in line with the organisation's policies and procedures
- Order monthly medication, interim prescription and dressings etc., as necessary.

4. Staff Management and Delegation

To provide leadership to care staff to ensure the quality of care delivered is maintained and improved by:

- Ensuring that the care staff you are responsible for have the knowledge, skills and competences for safe practice
- To participate in each new employee's induction as required by management
- To carry out regular supervisions and appraisals for relevant staff
- Leading, supporting and guiding the staff group on shift.
- Managing conduct and performance issues in line with the organisation's HR policies and procedures

5. In General

- To ensure all complaints are dealt with appropriately and in accordance with the organisation's policies and procedures.
- To ensure that all risk assessments are up to date and relevant
- To co-operate with Hafod Care in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's Values
- To ensure compliance with Hafod Care's policies and procedures at all times.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

PERSON SPECIFICATION: REGISTERED NURSE (RGN/RMN)		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	RGN/RMN [Part 1 or Part 12 NMC Register]	*****
WORK EXPERIENCE	Relevant health care	Caring for the elderly
SKILLS	Care planning Medication administration Accurate record keeping Strong written and verbal communication Liaison with external agencies, families and other stakeholders Customer focused	Dementia care Staff management
SPECIAL APTITUDES	Work as team member Sympathetic Leadership Inter-personal skills Planning Ability to work without supervision Professional approach Aptitude towards learning and personal development, taking responsibility for own professional development Positive and constructive approach to problem solving	*****

PERSONAL QUALITIES AND ATTRIBUTES	Role model to care staff Common sense Tolerance Understanding	*****
OTHER REQUIREMENTS	Able to work at short notice, when required	

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE DISCLOSURE AND BARRING SERVICE, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE. THE ASSOCIATION WILL ONLY REQUEST DISCLOSURES FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT

PAY AND CONDITIONS – REGISTERED NURSE

1. The hourly rate for this position is either £14.85 or £16.14 depending on the benefits package selected.
2. The hours of work are as agreed with management.

Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.

3. Your paid holiday entitlement will be **5.6** weeks per annum.
4. Depending on the benefits package selected, you may be entitled to join the Association's company pension scheme after three months employment with the Association, where the employer contribution is 10% and the minimum employee contribution is 2%.
5. Upon appointment you will become a member of the Association's group life insurance scheme which entitles your next of kin to receive a sum of money equal to twice annual salary in the event of your death whilst an employee of the Association.
6. Salary sacrifice options also available (subject to eligibility):
 - Childcare vouchers
 - Cycle to work
 - Pension
 - Computers, tablets and mobile phones