

**Rapport Housing & Care**

**Job Description**

**Job Title:** REGISTERED NURSE (NIGHTS)

**Job Code:**

**Job Holder:**

**Department:** CARE

**Position in the organisation:**

Responsible to: Deputy Manager

Direct reports: Senior Carers (Nursing Floor)

Works in conjunction with: Deputy Manager, Care Team Managers

**Summary of main responsibilities:**

To support the Deputy Manager within the Home in providing leadership to the care team and effective 24hr management of the Home within the available resources. The post holder will have a key responsibility for the quality of nursing assessment, care planning, implementation and evaluation and associated care staff training issues to ensure that at all times residents receive excellent quality care.

Take responsibility for the safeguarding of adults, and follow the Organisations whistleblowing policy as required.

To ensure that the home provides a homely and safe environment to all residents consistent with their dignity, wellbeing and the principles of person centred care.

**Supervisory**

To have responsibility for the management and allocation of duties to care and support during the course of the night shift.

**Communications with Others:**

**Internal**

Management of the home – inform senior on call of any out of hours issues as agreed with the General Manager

Home Care and Nursing Colleagues

Residents

Catering, House keeping, Maintenance and Administrative Staff

Head Office

**External**

Families, Carers & Advocates

Legal Representatives

GPs, Social Services

Pharmacists

District nurses, Physio, OTs & SALTs  
Hospice  
Voluntary organisations  
Education establishments  
Other statutory service providers

Note: These lists are not exhaustive

### **Main Duties and Responsibilities:**

#### **Standards of care and service to residents**

- To lead a team of night staff that provides excellence in care and clinical practice, and ensures that residents' rights to privacy, dignity, choice, autonomy and safety are actively promoted at all times.
- To understand the value of and promote a stimulating and enriching environment conducive to the well being of residents, for whom the Home is their long term place of residence.
- To demonstrate effective communication skills with residents, their families and friends, being aware of opportunities for health education; providing information and advice where appropriate.
- To facilitate and engage in positive working relationships with GPs and the wider multidisciplinary team, including hospitals, hospice and local agencies, acting as the resident's advocate where necessary to ensure the best outcomes.
- To ensure that accountability for and communication of residents care is maintained consistently throughout the 24 hour period.
- To undertake, in partnership with the resident where ever possible, the assessment of their individual night care needs and develop resultant care and support plans.
- To actively supervise and monitor night care practices, identifying and responding appropriately to the changing needs of residents to ensure that care and clinical needs are consistently met.
- To undertake all appropriate aspects of nursing care required, including advanced clinical skills having gained the appropriate training and supervision.
- To undertake all care procedures and practices in accordance with Care Policies and the current Marsden Manual.
- To be fully aware of all agreed emergency procedures and be prepared to take a lead role in any acute or non clinical emergency, in the absence of more senior staff or until specialist assistance arrives.

### **Management / Education**

- In the absence of the Home/Deputy/Care Team Manager, whilst on duty, to be responsible for the fabric and running of the Home, ensuring that there are sufficient staff to carry out all duties whilst ensuring the Home continues to provide a safe and secure environment for residents and staff alike, conducive to their general well being.
- To demonstrate effective time management and leadership skills and work closely with the Deputy Manager to develop own managerial skills.
- To ensure procedures are correctly followed and accurate contemporaneous records of care documented and communicated effectively amongst the care team at all times.
- To participate in the induction, mentorship, teaching, supervision and appraisal of night care staff and, where applicable student nurses/Nurse associate to the Home to enhance learning and improve outcomes.
- To liaise with the relevant departments and agencies e.g. kitchen, pharmacy supplier, ensuring that supplies are available and relevant to the needs of the Home and are used efficiently.

### **Clinical Governance**

- To take responsibility for own professional development and act as an effective role model.
- To be aware of the NMC Code of Conduct, all Rapport Housing & Care Policies and CQC Fundamental Standards, and adhere to them at all times.
- Ensure that NMC Registration is current.
- To ensure that all medications, including controlled drugs are ordered, stored, administered and disposed of in accordance with the Medication Policy, NMC and CQC guidance on drug administration
- To discuss current performance and future development needs with Deputy Manager as part of the appraisal system.
- To keep up to date with relevant research and developments in practice, attending relevant study days / courses as identified through the appraisal process or as part of mandatory training.
- To maintain a professional portfolio (CPD) to support revalidation
- To work with other staff to implement and participate in internal and external audits and other quality systems to maintain and continuously improve standards of care at night, through a culture of continuous quality improvement.

- Ensure all health and safety requirements are met and all accidents and incidents reported to the Home Manager and reported in accordance with the accident and incident Policy.
- To be responsible for own health and safety and that of anybody else whom your acts or omissions may affect.

### **General Requirements**

In addition to the above, there are some general requirements that apply to all jobs in the Home:

- Take responsibility for the safeguarding of people, and follow the organisation's whistle blowing policy as required.
- Participation in staff meetings
- Participation in training activities
- Participation in staff supervision and personal development review
- Participation in quality assurance systems
- Take responsibility for personal development by keeping abreast of developments in the field of caring for older people.
- All duties must be carried out to comply with: -
  - The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
  - Relevant Statutory legislation
  - The Care Act 2014
  - Nationally and locally agreed codes of good practice
  - Fire precautions
  - Equal opportunity and the Organisations Equality & Diversity policy.

### **Health and Safety**

To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.

**No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.**

## PERSON SPECIFICATION

Job Title: **Registered Nurse (Nights)**

Competency	Performance Criteria
<b>Professional Practice:</b>	
Modelling best practice/Qualifications	<ul style="list-style-type: none"> <li>• Good standard of Education</li> <li>• Current registration with NMC - essential</li> <li>• Minimum 3 years experience post registration – desirable</li> <li>• Evidence of CPD – essential</li> <li>• Care of older people - desirable</li> <li>• Compliance with NMC Code of Nursing Practice</li> </ul>
Regulatory Requirements	<ul style="list-style-type: none"> <li>• Working knowledge of Health and Social Care Act, regulations and guidelines, Adult Protection framework, CQC Fundamental Standards</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Current knowledge of H&amp;S legislation etc.</li> <li>• Application of H&amp;S practices</li> <li>• Health and Safety risk assessment</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>• Intermediate Microsoft Office IT knowledge</li> <li>• Use of IT to facilitate and support improvements to services, good communications and useful Management Information</li> </ul>
<b>Planning &amp; Control:</b>	
Management of staff & teamwork	<ul style="list-style-type: none"> <li>• Ability to build, lead and motivate a team</li> <li>• Manage conflict, disciplinary action etc.</li> <li>• Effective use of staff resources</li> <li>• Manage the development of staff</li> <li>• Manage excellent and below standard performance</li> <li>• Develop a delivery-focussed environment</li> </ul>
Management of diversity	<ul style="list-style-type: none"> <li>• Demonstrate awareness of different values, cultures and needs amongst residents, staff and communities</li> <li>• Recognise and work to meet where possible the diverse and unique needs of each resident</li> </ul>
Influencing Others	<ul style="list-style-type: none"> <li>• Ability to have ideas accepted even in the face of initial opposition</li> </ul>
Effective communication	<ul style="list-style-type: none"> <li>• Excellent communication skills - both written and verbal</li> <li>• Ability to communicate effectively at all levels within and out of the Organisation using appropriate styles with different groups, e.g. staff, residents, relatives</li> </ul>

Leadership	<ul style="list-style-type: none"> <li>• Commitment to providing excellence in Care/nursing services</li> <li>• Effective leadership styles; directive and supportive coaching, training, delegation</li> <li>• Think ahead and plan</li> <li>• Demonstrate a positive attitude towards change</li> <li>• Act as a role model</li> <li>• Problem solving skills</li> </ul>
Development of Self and Others	<ul style="list-style-type: none"> <li>• Evidence of keeping up to date with related issues</li> <li>• Take on further responsibilities</li> <li>• Undertake relevant training and development</li> <li>• Develop a culture of lifelong learning among staff</li> </ul>
Organisational skills	<ul style="list-style-type: none"> <li>• Strong ability to prioritise</li> <li>• Consistently meet deadlines and advise of any problems early</li> <li>• Ability to function effectively under pressure and in a crisis</li> </ul>
<b>Operational Requirements:</b>	
	<ul style="list-style-type: none"> <li>• Valid full driving licence</li> <li>• Valid vehicle business insurance</li> <li>• Flexible approach to working hours as required</li> </ul>
<b>Personal Attributes:</b>	
Mutual support	<ul style="list-style-type: none"> <li>• Be aware of support needed by others and identify and address any issues at an early stage where possible</li> <li>• Consider how actions could support others</li> <li>• Be prepared to give encouragement and offer assistance or advice when needed</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Explain things logically</li> <li>• Keep to the point</li> <li>• Style that is compassionate, caring, warm and friendly</li> <li>• Express ideas confidently and in an assertive manner where required</li> <li>• Good listening skills</li> <li>• Good observation /recording skills</li> </ul>
Interpersonal sensitivity	<ul style="list-style-type: none"> <li>• Committed to person centred care and meeting individual's needs</li> <li>• Build rapport with residents, colleagues and staff</li> <li>• Exhibit a pleasant, professional manner</li> </ul>

Judgement	<ul style="list-style-type: none"> <li>• Ask questions to gather necessary information</li> <li>• Weigh the advantages and disadvantages of a course of action before reaching a decision</li> <li>• In the absence of all relevant information defer making a decision until all the necessary extra data is gathered, referring to Line Manager when necessary</li> </ul>
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## TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

<b>Training Element</b>
<ul style="list-style-type: none"> <li>• Induction</li> <li>• Moving &amp; Handling</li> <li>• Adult Protection</li> <li>• Palliative / End of life Care</li> <li>• Care planning</li> <li>• Fire Awareness</li> <li>• First Aid Awareness</li> <li>• Health and Safety</li> <li>• Behaviour that may challenge</li> <li>• Discipline/Grievance</li> <li>• Managing Complaints</li> <li>• Equality &amp; Diversity</li> <li>• Ongoing Nursing CPD</li> </ul>