

Job Description & Person Specification

Job Title	
Responsible to	Home Manager
Responsible for	Care Staff
Department/Location	Strode Park House, Herne
Date/ Version	February 2019
Purpose of job	To support the Home Manager in ensuring that the residents nursing needs are met at all times and with high quality.
Key Responsibilities	<ol style="list-style-type: none"> 1. To maintain a high standard of clinical work when carrying out nursing procedures. 2. Be responsible for the safe custody of medication, including checking and administration. 3. Ensuring compliance with our clinical governance framework, you will motivate colleagues, champion service user safety and dignity and drive continuous improvement. 4. To report on the condition of residents to the Home Manager and, when necessary, to the General Practitioner. 5. To always ensure current, accurate and complete communication of clinical and care information with colleagues. 6. To plan and evaluate residents' individual care plans. 7. To liaise with the General Practitioner and wider multi-disciplinary team as required. 8. To maintain accurate, up to date records of residents' progress and condition. 9. To carry out pre-admission assessments for new residents at the home and off-site. 10. To participate in arranging diets and monitoring residents' dietary needs. 11. To participate in the admission and discharge of residents, including the care of their personal property. 12. To welcome relatives and visitors and ensure their needs are met. 13. Maintain confidentiality and discretion at all times. 14. To assist in the orientation and induction of new staff and with in-house training. 15. To support the aims and objectives of the Foundation and play a full and active part in working so that at all times this post is providing the highest standard of care to people who use our services. 16. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard. 17. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.

<p>Expectations</p>	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our residents inform and guide your work wherever possible. 3. Adhere to NMC professional standards and legislation in relation to CQC. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation. 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly 7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 8. Attend and contribute to staff training and any other training identified as appropriate for the role. 9. Contribute to making SPF an environmentally friendly workplace.
<p>Person Specification</p>	
<p>Essential Criteria</p>	<ol style="list-style-type: none"> 1. Be a Registered Nurse. 2. Valid NMC pin. 3. Have a strong interest in working in Adult care services and a desire to make a difference. 4. Be kind, courteous and reliable. 5. Commitment to respecting the rights of residents at all times and to promoting their privacy, dignity and independence throughout their lives. 6. Caring and compassionate towards people in need of care and support. 7. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders. 8. Able to work within the spirit of SPF's Equal Opportunities policy. 9. Experience of medication management. 10. Understanding of MCA and DOLS. 11. Understanding of Safeguarding Processes. 12. Must be flexible and able to meet the working pattern demanded by this post.
<p>Desirable Criteria</p>	<ol style="list-style-type: none"> 1. Direct or indirect experience of disability or supporting those with disabilities. 2. Experience working as a Nurse in Adult care services or with people with disabilities.



	<ol style="list-style-type: none">3. Experienced in clinical assessments and care planning and associated documentation.4. Clean driving license and access to own vehicle in order to carry out pre-admission assessments for potential new residents.
Signed (Employee)	
Print Name	
Date	