

Role Description – RGN/RMN	
<b>Business Area/Function: Clinical</b>	<b>Salary Scale: up to £23 per hour</b>
<b>Location: NG Healthcare, Stoke on Trent</b>	<b>Hours: Full-Time</b>
<b>Reports To: Unit Manager/Home Manager</b>	<b>Responsible for: Nurse Support Workers and Senior Care Workers</b>
Role Purpose:	
<p>Take responsibility as a primary nurse for the residents within the unit. Assessing, developing and evaluating care. Act as lead to a group of trained nurse support workers and care coordinators. To be the nurse in charge of the staffing team on each shift and to effectively manage and lead the team. Carry out the specific professional duties of a trained nurse.</p>	
Key Accountabilities/Responsibilities and Outputs:	
<ul style="list-style-type: none"> <li>• Take responsibility for a group of residents throughout their care.</li> <li>• Medical rounds and administration.</li> <li>• Monitor the standard within the framework of the Company's quality standards, clinical protocols and operational policies.</li> <li>• Ensure effective communication exists between staff, residents, carers and other members of the multi-disciplinary care team.</li> <li>• Maintain an environment for residents, carers and staff that is safe and suitable.</li> <li>• Keep professional and clinical skills up to date and maintain a personal commitment to professional development.</li> <li>• Participate in staff development programme.</li> <li>• Ensure the team of NSW's Care Coordinators and Care Assistants are effectively led and managed whilst on shift and efficient handling of staff issues</li> <li>• Set and maintain a high standard of resident care by personal example and conduct.</li> <li>• Report and Liaise with other members of the team.</li> <li>• Ensure effective deployment of nursing staff taking appropriate action at times of staff shortage.</li> <li>• Assist Management that all new staff complete a proper induction programme.</li> </ul>	

- Provide effective mentor-ship for those care assistants undertaking NVQ training.
- Deal with any complaints sensitively and report these to Management.
- Any other tasks as requested by Senior Management.

**Experience, Knowledge, Key Skills and Qualifications:**

- Essential:**
- Possess Diploma/qualification in Nursing and Registration with NMC and hold a valid PIN number
  - Demonstrate knowledge of social and health needs complex needs residents
  - Understanding of Person Centred Approaches
  - Demonstrate dignity and respect and have a full understanding of adult safeguarding
  - Understanding of Health and Safety in a Clinical setting
  - Ability to work on own initiative and manage and lead a team
  - Demonstrate the importance of team work
  - Excellent verbal and written communication skills
  - Supportive, confident and resilient
  - Honest, reliable and trustworthy
  - Experience of effectively leading and managing a team and handling of staff issues

- Additional Requirements**
- A commitment to adhere to all company policies and procedures
  - Ability to work flexibly in accordance with the role
  - DBS clearance
  - Renewal of PIN

Signed	
Name	
Job Title	
Date	

## Clinical Role Responsibilities

### Nurse in Charge – Includes all Registered Nurses on Shift

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Medication Rounds</li> <li>• Completion and updating of Care Plans, including signing of documentation</li> <li>• Nursing of Residents</li> <li>• Responding to and reporting accidents and emergencies</li> <li>• Resident of the Day</li> <li>• Communications Diary</li> <li>• GP Rounds</li> <li>• Chasing medication</li> <li>• Liaising with friends and family</li> <li>• Emergencies</li> <li>• Overseeing any restraint</li> <li>• Monthly file audits</li> </ul> | <ul style="list-style-type: none"> <li>• CHS reviews</li> <li>• DOLS</li> <li>• Daily Notes</li> <li>• Named Nurse caseload</li> <li>• Supervisions of NSW and Care Coordinators</li> <li>• Annual Performance Reviews of NSW and Care Coordinators</li> <li>• Staff performance file notes</li> <li>• New Resident Observations</li> <li>• Covid Testing where requested</li> <li>• Return to Works for NSW &amp; CC</li> <li>• Handover</li> <li>• Booking external appointments</li> <li>• Staff training observations &amp; questionnaires</li> </ul> |
|---|---|

### Nurse Support Worker

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Medication Rounds with Nurse in Charge</li> <li>• Supervisions and Annual Performance Reviews for CC where Nurse is unable to complete.</li> <li>• Staff training observations &amp; questionnaires</li> <li>• Assisting the nurse with care plans</li> <li>• Risk Assessments</li> <li>• Booking external appointments</li> <li>• Monthly Blood Pressure and Weights</li> </ul> | <ul style="list-style-type: none"> <li>• Assist nurse in taking bloods</li> <li>• Assist nurse with Dressings/Changes</li> <li>• Archiving</li> <li>• Daily Notes</li> <li>• On the floor Care and Nursing including personal interventions</li> <li>• Return to Works for CC where Nurse is not available</li> </ul> |
|---|---|

### Senior Care Worker

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Allocation of Care Assistants each shift and allocation of breaks</li> <li>• Task allocation for Care Assistants</li> <li>• Supervisions and Annual Performance Reviews of Care Assistants</li> <li>• Staff performance file notes</li> <li>• Staff training observations and questionnaires</li> <li>• Conducting Care Assistant return to work documentation</li> <li>• Supporting new starter induction</li> <li>• Temperatures of staff and residents daily</li> <li>• Booking external appointments</li> <li>• Archiving of resident documentation</li> </ul> | <ul style="list-style-type: none"> <li>• Stock Ordering</li> <li>• Reporting Maintenance Issues</li> <li>• Documentation Checks</li> <li>• Responding to Accidents and Emergencies</li> <li>• Liaising with family and friends</li> <li>• Preparing rooms for new residents</li> <li>• Safety Checks including Moving and Assisting equipment, Fire equipment and Exits, Bed checks and call alarms</li> <li>• Maintain and update Health and Safety books</li> </ul> |
|---|---|