



Job Description

Job Title: Registered Nurse

Reports to: Deputy / Service Manager

Based at: Selly Park

Job Purpose:

Under the direction of the Service Manager / Deputy Manager be responsible for the assessment of nursing/care/support needs and the development of programmes together with the implementation and evaluation of these programmes in line with the needs of members of the Religious Community.

Objectives	Typical Tasks
Implement and maintain the required level and quality of care/support in line with Nursing Midwifery Council (NMC), Commission for Quality Care (CQC), Care Trusts, Local Council and internal guidelines	<ul style="list-style-type: none"> - Works within NMC Code of Conduct and guidelines and internal policy and procedures to ensure safe nursing work practices of self and others in regards to Health and Safety, COSHH and emergency procedures - Assist in development of individual life plans/personal care plans - Ensure that the day to day nursing needs of individuals are fulfilled whilst recognising and meeting the holistic support and care/support needs of individuals - Participate, where necessary, in social activities, outings/holidays with members of the religious community - Assist and support service/deputy service manager in the development of nursing and care standards - Conduct Health and Safety Risk Assessments as required - Control, administer and store drugs in accordance with NMC guidelines/CQC requirements and internal policy and procedure
Maintain internal and external channels of communication for provision of information and service	<ul style="list-style-type: none"> - Liaison with relevant agencies and professionals who can provide information, advice and counselling to assist members of the religious community - Ensure all complaints and incident are recorded, reported and acted upon in accordance with relevant policy and procedure - Organise and attend reviews for members of the Religious Community. - To attend and take an active part in staff meetings

	<ul style="list-style-type: none"> - Maintains effective communication with all members of multi-disciplinary team, all hospital departments, statutory and voluntary agencies, relatives, carers and significant others
Maintain and develop high performing teams to ensure the standards of care/support are maintained in line with internal policies and procedures	<ul style="list-style-type: none"> - Assumes responsibility for leading teams on shift basis - In the absence of Service Manager/Deputy Service Manager take control of the Home and co-ordinate day to day activities - Implement and supervise key worker system and act as a Named Nurse for individuals specified - Identify and report training and development needs - Review staff resource to ensure on going adequate cover - Conduct appraisals, supervisions and relevant meetings, setting objectives to improve performance and motivation - Promote a consultative and participative work environment - Ensure the induction of new staff and assist in the process of familiarising them with methods, procedures and values of the Charity - Act as an associate mentor for all nurse students
Participation in budget planning and on going monitoring and management of agreed budget	<ul style="list-style-type: none"> - Adhere to the petty cash procedures - Ensure that appropriate financial support is provided in line with individual life plans - Support the Service Manager/Deputy Service Manager by promoting cost effectiveness and working with agreed budgets - Ensure monies are accounted for and documented accordingly
As appropriate maintain up to date records for compliance purposes e.g. Data Protection Act, CQC	<ul style="list-style-type: none"> - Complete records of all care/support needs - Completion of Health and Safety documentation - Completion of vehicle documentation
Be aware of your responsibilities under the Charity's Health and Safety policy, taking all possible steps to ensure a safe working environment	<ul style="list-style-type: none"> - Maintain a safe working environment - Report all incidents or potential hazards
Implement and adhere to internal and external policies and standards e.g. Department of Health, CQC, Health and Safety Executive, General Social Care Council's Code of Conduct	<ul style="list-style-type: none"> - Ensure relevant standards are followed at all times and maintained - Maintain good working knowledge of relevant standards in order to implement safely and appropriately

<p>Continuous self development to ensure knowledge and skills are relevant to the service</p>	<ul style="list-style-type: none"> - Keep up to date with skills and knowledge - Attend mandatory training - Attend other training and development activity where appropriate - Participate in development reviews - Read and seek to understand all relevant communication e.g. staff handbook, written communication, marketing literature - Attendance at meetings as required
<p>Actively support the vision, philosophies and values of the Charity</p>	<ul style="list-style-type: none"> - Promote the core values of the Charity, i.e. compassion, hospitality, respect - Act in a non discriminatory manner - Maintain confidentiality at all times - Act as a positive role model to the team - Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out

Dimensions

Level of Disclosure - Enhanced

Person Specification

Essential:

- An ability to demonstrate the core values of the Charity
- If applicable, where CQC have set an age criteria, age must be proven
- Registered Nurse – 1st Level Registration
- Current NMC Registration
- Evidence of an on going commitment to continuous professional development
- Ability to supervise, appraise and support staff
- Good organisation and planning skills
- Excellent interpersonal skills
- Budget maintenance
- Proactive approach to individual's needs
- Good understanding of equal opportunities
- Ability to lead and motivate staff
- Ability to implement, develop and monitor systems and service provision
- Able in a team
- Assertive approach
- Ability to work flexibly, days/nights, on-call

Desirable:

- Experience of working with vulnerable adults
- Knowledge of the National Care Standards
- Development of administrative systems
- Understanding of a religious community