

MELROSE CARE HOME

JOB DESCRIPTION

Job Title	Registered Nurse
Unit	Homes
Responsible To	Homes Manager
Responsible For	Supervision of all staff in absence of the Manager/Supervisor and supervision of own key worker team
Hours	As per Homes Rota
Salary Scale	As per Melrose Schedule of Homes Pay Rates

Job Purpose

1. To ensure a high standard of nursing and care is provided for a group of residents, and to be in charge of the Home in the absence of the Manager as required.

Main Duties

1. To act as a Shift Team Leader and to provide overall supervision and development for Care Staff.
2. To be responsible for assessment, day to day nursing and care of residents, controlling drug usage and supply, and providing advice to other staff.
3. To deputise for the Home's Manager during his/her absence, taking overall responsibility for the management of the Home. RN's on duty at night will generally be deputising for the Home Manager.
4. To play an active corporate role in the senior management team of the Home, working positively with other senior staff who may be involved in managing other parts of the Homes services on a day to day basis.
5. To be responsible for the day to day planning, provision and recording of resident care in compliance with Melrose Care's Residents' Charter and all current legislative and regulatory requirements.
6. To liaise with residents, families and carers, the Home's Manager, staff and other relevant parties to ensure effective communication, and to develop and review resident's Care Plans.

7. To contribute to the training of care and other staff, including participation in Melrose Care's NVQ strategy as an Assessor or to provide evidence of competence.

8. To ensure that he/she continually seeks to improve his/her own performance, skills and knowledge, staying up to date with nursing and managerial skills

9. To liaise with the Home Manager or a designated person who is 'on call' as necessary.

Health and Safety

As an employee you have a responsibility under the Health and safety at Work Act 1974 to:

- i) Take reasonable care of yourself and others at work
- ii) Co-operate with Melrose care to ensure the laws relating to health and safety are not broken.
- iii) Report any problems or concerns about health and safety to the manager in the area in which you are working.

Equal Opportunities

Melrose is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Confidentiality

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

Scope of Job Description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

Signed

Name

Date

PERSON SPECIFICATION

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Essential

- Ability to administer medication including controlled drugs and PR medication
- Ability to work as a team member
- Assertive
- Be able to provide a satisfactory enhanced Criminal Records Bureau Disclosure and POVA Check
- Direct experience of understanding the personal, care and potential nursing needs of older people
- Experience of "sole charge" situation
- Experience of supervising others
- Health and Safety knowledge
- Qualified NVQ assessor (or willingness to achieve this as required)
- Qualified Registered Nurse (RN2 must have recognised managerial qualification or training to progress beyond pt 29 (see manager for details)
- Value base compatible with Melrose Care Homes Statement of Purpose and the National Care Standards

Desirable

- Approved person first aid certificate
- Experience in non-hospital setting
- Good motivational skills
- Management experience