



Job Description

Job Title:	Registered Nurse
Hours Per Week:	Casual Hours
Location/Department:	Cullum Welch Court Care Home
Reports To:	Nursing Care Manager
Direct Reports:	No direct line management but daily supervision of healthcare assistants on shift
Budgetary Control:	None
DBS Disclosure:	Enhanced with Barred List Check
Date Prepared:	July 2019

Job Summary/Purpose:

1. The post holder is required as a Registered Nurse to co-ordinate and provide care and treatment for residents, working within NMC, CQC regulations and Morden College Policies.
2. To ensure that the highest standards of resident care are maintained and that each resident achieves their maximum potential using a holistic approach.
3. To be aware of responsibilities under the Health & Safety at Work Act and to ensure safety procedures are carried out to maintain a safe environment for residents, staff and visitors.
4. To comply with the 6 groups of safeguarding reports, the internal procedures for reporting possible incidents and also the process of whistleblowing within the Care Home.
5. To maintain good communication at all times to ensure continuity of care and practice.

Key Duties & Responsibilities:

1. To be responsible for the daily management and deployment of care staff including planning off duty rotas and finding cover staff as required.
2. To delegate duties to staff and supervise resident care.
3. To ensure compliance in the ordering, safe administration, handling and storage of medication, homely remedies and controlled drugs.
4. To assist medical and multi-disciplinary team members as required.

5. To perform nursing procedures and treatments as necessary according to the NMC code of practice and Morden College Policies.
6. To liaise and communicate with other staff and professionals to ensure a holistic approach to resident care is achieved and that their wellbeing is paramount.
7. To order and supervise meals monitoring both the resident dining experience and the meeting of their individual dietary requirements.
8. To be responsible for the admission of residents, their initial and continuing assessment by completing the relevant documentation and maintaining records and care plans to CQC standards.
9. Completion and updating of care plans, monitoring charts, medication records, risk assessments and any other resident related documentation in line with statutory and legal requirements and Morden College Policies.
10. To maintain the safety of residents, staff and visitors by ensuring a safe environment and compliance with aids, call bells and equipment as required.
11. To provide good customer care to all by responding positively, cheerfully and helpfully to all enquiries or requests.
12. To attend personally to routine requests and ensure other matters are referred to the correct person in a timely manner.
13. To take a proactive and empathetic role with residents and families in Palliative conditions.
14. To attend all training as required and in particular keep personal mandatory and legislative training up to date.
15. To carry out any other reasonable duties falling within personal and role responsibilities of a registered general nurse
16. To know the location and content of Cullum Welch Court Policy files.
17. To provide compassionate end of life care and support for friends and families.

General Duties and Responsibilities:

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.

2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To comply with the policies and procedures of Morden College at all times.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and Data Protection Act 2018.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.

Employee's Signature:

Manager's Signature:

Print Name:

Print Name:

Date:

Date: