



JOB DESCRIPTION – REGISTERED GENERAL NURSE

Reports to: Home Manager and Deputy Manager

Key Objective: To take the lead in the provision of nursing care, ensuring that the nursing and personal care of residents is maintained on a daily basis and in strict accordance with the individuals' care plan.

To ensure the well-being of all residents in maintaining the Six broad values of Privacy, Dignity, Independence, Choice, Rights, and Fulfilment.

To liaise with the residents' family, friends, GP, Community Nurses, specialists, pharmacists, local authorities, local councils, voluntary bodies and any other associations related the care for the residents.

To actively promote and encourage as much personal independence and choice as possible in the residents' daily living and activities undertaken within the home.

To ensure that as much of a stimulating and attractive environment as possible is provided for the residents.

To put residents at the heart of all we do.

Key Accountabilities

- To ensure the correct level of care and assistance is delivered to each resident enabling them to maintain their dignity and independence at all times.
- To maintain effective communications with residents, relatives, staff and external bodies to ensure that appropriate information is shared and residents' needs are met.
- To ensure that all care practices within the home are maintained at the highest level at all times.
- To complete all residents' documentation in line with the regulatory framework of the Care Standards Act.
- To be responsible for and to carry out general nursing duties including but not limited to maintaining peg tubes, catheter care, the changing of dressings and administering of medication etc.
- To be responsible for the ordering of repeat prescriptions, administration and strict handling of residents' medication in line with the Company's policies and procedures, ensuring adherence at all times to be in line with the Associated Minimum Standards and pharmaceutical guidelines.

- To ensure that all care practices within the home are maintained to the highest level at all times reporting concerns immediately to the Home Manager.
- To ensure effective handover at the end of shift to ensure the continued safe care of residents.
- To report to the Home Manager any incident or activity which may affect the well-being, safety or welfare of any resident.
- To carry out, support and assist any activity as designated by the Home Manager in a timely and effective manner.
- To support and assist the resident's to live as normal a life as possible, recognising that assistance should only be given when necessary.
- To ensure that the aims and objectives of the home are met at all times and to undertake direct or indirect care to the residents as part of a team. To assist in the individual care plan delivery under the direction of the Home Manager and/or Deputy Manager.
- To supervise and support the Care Assistants and other members of staff by acting as a mentor.
- To assist, support and identify Care Assistants and other members of staff training and development needs.
- To assist in all aspects of personal care including but not limited to toileting, dressing, eating, personal hygiene and intimate personal care.
- To ensure that any relevant documentation and/or reports relating to but not limited to care plans, diaries, health and safety practices, and maintenance practices are completed fully during a working shift.
- To ensure that the highest quality of care is maintained at all times and to consistently display a courteous and helpful manner towards the residents, staff and all visitors to the home.
- To ensure that due regard is given to residents' customs, values, culture, religious and spiritual beliefs, always acting in a facilitative manner that promotes the residents' dignity, independence and choice.
- To assist with maintaining a safe and healthy environment, consistently demonstrating safe practice, both within the home and on occasions when escorting patients off site.
- To report any maintenance or health and safety issues to the Home Manager.
- It is the responsibility of every member of staff to protect themselves and others against an infection risk. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to the manager. All staff undertaking patient care activities should attend infection control training and updates as required by this organisation.

- Support the equality, diversity and rights of Residents, Carers and Colleagues.
- Be committed to personal and professional development, and ensure any required training is met in order to carry out the role efficiently and effectively.
- To ensure that revalidation is completed when required and maintain a valid NMC PIN.
- To ensure that attendance to both mandatory and required training courses are met in order that skills, knowledge and competency levels are maintained to carry out the role efficiently and effectively.
- To ensure adherence to the Company's dignity at work and bullying a harassment policy is adhered to at all times. Racial, sexual or any other harassment will not be tolerated.
- It is the personal responsibility of all staff to act in accordance with The Care Act 2014, (UK). The Nursing Regulations (Northern Ireland) 2005. The Residential Care Homes Regulations and Associated Minimum Standards (NI)
- To be flexible and perform any other duties that may arise from time to time to meet the ongoing needs of the company.

I, the undersigned accept and agree to be bound by the objectives and accountabilities of the job descriptions as set out above.

Name	
Signature	
Date	

PERSON SPECIFICATION
REGISTERED GENERAL NURSE

		ESSENTIAL	DESIRABLE	ASSESSED BY
EDUCATION	- Registered General Nurse - Valid NMC PIN - Evidence of on-going continuing professional development linked to demonstrate clinical competencies - Leadership or Management training - Dementia Care Training - Palliative Care Training	E E E	 D D D	Certificates/ Documents Certificates/ Documents Certificates/ Documents Certificates/ Documents Certificates/ Documents
EXPERIENCE	6 month post registration - Relevant experience within care home setting - Experience of coordinating and managing residents/patients care - Previous experience of working with residents/patients suffering with dementia - Experience of handling clinical incidents and complaints - Supervision and managerial experience - Wound care assessment and management	 E E E	D D D D	Documents/ Certificates References Interview Interview Interview Interview Interview
KNOWLEDGE	- Knowledge of The Care Act 2014 <i>or</i> - Knowledge of the Nursing Home Regulations (NI), Residential Care Homes Regulations (NI). Associated Minimum Standards (NI) - Understanding of Mental	E E E	 	References Interview Interview

	Health Act and Mental Health Capacity Act • Knowledge of NICE guidance • Understanding of legislation relating to care including: Deprivation of Liberty Safeguards Act, Equality Act 2010, Health and Safety Act and the Data Protection Act • Understanding of professional and current issues in care for the residents • Aware of safeguarding issues and responsibilities under relevant legislation • Thorough understanding of care planning • Handling Clinical Incidents and complaints • Current local and national policy for dementia • Current local and national policy for palliative care	E E E E E D D D	D D D D D D D	Interview Certificates/ Interview Interview Interview Interview Interview Interview Interview
SKILLS/ COMPETENCIES	COMMUNICATION • Excellent verbal and written communication and interpersonal skills • Clear and accurate record keeping • Active listening • Ability to engage with residents • Ability to give clear instructions • Excellent interpersonal skills • Recognise when residents	E E E E E E E		Interview Interview Interview Interview Interview Interview Interview

	are in distress and respond effectively			
	PERSONAL DEVELOPMENT			
	• Committed to own continuous development	E		Interview
	• Able to identify training needs to meet standards and achieve potential		D	Interview
	• Mentoring and coaching skills		D	Interview
	SERVICE DELIVERY			
	• Able to recognise and respond to needs of residents	E		Interview
	• Able to promote the rights, choices and wishes of the residents	E		Interview
	• Respectful and caring	E		Interview
	• Ability to keep calm and respond appropriately under pressure	E		Interview
	• Show appropriate professional and personal boundaries	E		Interview
	TAKE OWNERSHIP & RESPONSIBILITY			
	• Ability to use own initiative, to enable contribution to a multi-disciplinary team approach	E		Interview
	• Ability to work with minimum supervision	E		Interview
	• Ability to prioritise and delegate effectively	E		Interview
BEHAVIOURS	• Ability to work as part of a team, as a role model, empowering and motivating other team members	E		Presentation
	• Affective time management	E		Interview
				Interview

	• Motivated, enthusiastic and committed	E		Interview
	• Takes responsibility for own actions and promotes good team working	E		Interview
	• Shares information and good practice appropriately	E		Interview
	• A flexible approach to work	E		Interview
	• Treats others with courtesy and respect at all times	E		References/
	• Reliable	E		Interview
	• Trustworthy	E		

In accordance with the Equality Act 2010 and the Disability Discrimination Act 1995 (Amended) & Regulations (Northern Ireland) 2004 - reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability