**JOB DESCRIPTION**

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| **JOB TITLE:**  | RGN / RMN / RMNH  |
| **REPORT TO:**  | Home Manager/ Clinical Lead |
| ****JOB SUMMARY**** This job description is a statement of the core duties of the RGN / RMN / RMNH, but it is not an exhaustive list. Sycamore Care Centre may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The post holder will achieve the highest possible standard of care in a professional manner through direct nursing care and the effective supervision of staff members. Nurses will take management responsibility for shifts as directed.****Duties and Responsibilities**** * Deliver a high level of personal and psychological care to all residents in a professional manner.
* Ensure that all staff members contribute to the best of their ability, to the efficient running of the Care Centre and the creation of an atmosphere conducive to the best interests of the service users.
* Report any ill-health amongst service users and make requests for GP / Professional visits where necessary.
* Support all areas of team working within the home, to the extent that the role remains an integral element of the daily routines.
* Carry out regular checks on service users at intervals determined by the Home Manager. Ensure a clear and concise handover report is given to all relevant staff members at the end of each shift.
* Ensure that service users’ care plans are completed and maintained in conjunction with service users, relatives and health care professionals, and in accordance with NMC guidelines and company policy.
* Maintain accurate records and ensure that each service user within the Care Centre has an individualised care plan. Service user care plans to be reviewed on a monthly basis, or more frequently as and when required, in accordance with NMC guidelines and company policy.
* Complete records including electronic on Caresys and paper records to a satisfactory standard. Agree the type and quantity of record keeping with the manager on a monthly basis.
* To follow and take instruction from management on duty including deputy and unit managers.
* Ensure the individual rights of residents and staff are safeguarded in accordance with the Home’s philosophy of care by being aware of the working practices and activities being actioned.
* For the implementation and regular reviewing of any short-term care plans, risk assessments and bodymaps and accuracy to be maintained.
* Maintain client, staff and business confidentiality at all times
* Administer prescribed medicines and document the same in accordance with the company’s procedure and NMC guidelines.
* Practice maximum integrity in all dealings with service users’ personal and financial affairs, and avoid abuse of the privileged relationship that exists with service users.
* Ensure that all commodities used in and around the Care Centre are sensibly conserved by all staff members, and monitor their use.
* Maintain an awareness of the Health and Safety requirements.
* Observe and maintain high levels of communication within the teams of staff, individual colleagues and residents.
* Maintain client and business confidentiality at all times.
* Carry out any additional duties as requested.
* Respond to any emergency call bells.
* Order medication and check them in when delivered
* Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects
* Review on a regular basis the job description for your post and to agree any changes.

**Training & Development*** Supervise and instruct new and junior staff members in all aspects of their work in the Care Centre, giving help and guidance where appropriate.
* Maintain and improve professional knowledge and competence. Keep professionally updated in all areas of clinical expertise.
* Undertake any additional training and development programmes the Home may consider appropriate to enhance your contribution to the work at this home.

**Health & Safety*** Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident or near miss incurred by a service user, colleague, self or another and complete appropriate record forms.
* Understand, and ensure the implementation of, the Care Centre’s Health and Safety policy, and Emergency and Fire procedures.
* Report to the Home Manager, or the Maintenance person, any faulty appliances, damaged furniture, equipment or any potential hazard.
* Promote safe working practice within the Care Centre.
* Ensure the security of the Care Centre is maintained at all times.

**Skills/Qualifications:*** Registered Nurse with current unencumbered registration with NMC.
* Current relevant training certificates
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This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.