

BROADENING CHOICES FOR OLDER PEOPLE

JOB DESCRIPTION: TRAINED NURSE

PURPOSE AND OVERVIEW

To support the manager throughout their area of responsibility. To assist in the running of the home and ensure that patient care is of the highest standard.

To supervise the work of other staff qualified/unqualified.

Responsible to: Care Manager

Key Achievement Areas:

Main tasks

- To be conversant with all BCOP Policies and Procedures, with particular regard to :
 - Fire Regulations
 - Code of Confidentiality
 - The Health & Safety at Work Act
 - Storage and Administration of Drugs
 - Statutory Training Courses
- To maintain a safe environment for all residents, staff and visitors and report all accidents within the agreed procedure.
- To liaise with medical staff, bringing relevant observations and changes in resident's condition and request by residents and visitors to their attention, and ensure that requests made by medical staff are understood and complied with.
- To maintain effective communication with the Home and with other departments using approved lines of communication where they exist.
- To give guidance and support, supervise and participate in the training of ALL staff including induction training and NVQ's.
- To be aware of the terms of employment of all personnel working within the home.
- To ensure drugs are given as agreed procedure.
- To store, check and sign for drugs received from pharmacy

- To deputise for the Manager as required in the full range of their duties to the limit of the individuals competence and experience.
- To ensure that manpower resources are utilised in the most effective manner and bring any untoward incidents to the Manager's attention.
- To assist in ensuring equipment is serviceable and used in the correct manner.
- To participate in relevant meetings as required. It is compulsory to attend at least one staff meeting out of three.
- Attend all Fire and Lifting Lectures according to legal requirements and all statutory training.
- To take active steps to develop oneself professionally, keeping abreast of modern trends and changes in the profession.
- To receive complaints in a tactful and courteous manner and act upon them within the agreed procedure.
- To give and receive verbal and written reports on residents. Check and countersign Profiles daily.
- All care plans are to be written by a First Level Nurse, to include clear emphasis on identifications of all aspects of residents needs, including social interaction. Please follow procedures on care plans.
- To assist in the admission and discharge of residents within the agreed policies.
- To cover day and night duty as required.
- To be responsible for any dressings, eye care.
- All staff are required to work flexible duties, according to the needs of the Home.
- Any other duty that may be required to ensure the up keep of care standards within the Home.
- To adhere to the systems and process in place for infections control management and participate in relevant audits within the clinical area.

This job description may be changed to meet the needs of the Home and the residents.

This post is subject to satisfactory enhanced disclosure.

April 2016

BROADENING CHOICES FOR OLDER PEOPLE

PERSON SPECIFICATION

Job Title : Trained Nurse

Scheme :

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Physical	Self motivated and organised		At interview
Qualifications/Skills	1 st level trained nurse Excellent communication skills: ➤ Written ➤ Verbal ➤ Non-verbal		Documentation indicating qualification At interview and application form
Special Knowledge/Abilities and/or Job Experience i.e. clinical/professional	Clinical skills Care planning	I.T Skills	At interview At interview Application/Interview
Personal Qualities/Disposition	Caring and sensitive to the needs of others Professional appearance and conduct Commitment to team work		At interview At interview
Circumstances	All staff are required to respect the confidentiality of all matters they might learn in due course of their employment		At interview
Interests and Motivation to the job	An active team member and able to work on their own initiative		Application/Interview