**ST JUDES NURSING HOME–**

**JOB DESCRIPTION**

**POST:** RGN

**RESPONSIBLE TO:** Manager/Deputy Manager

**JOB SUMMARY**

Objectives:

* To plan care with service users and their/or representatives, implement,
* Monitor and evaluate nursing care in designated areas of responsibility.
* To be physically involved in the nursing care of the service user and meet
* All service users individual needs either personally or through delegation.
* To take responsibility for, and effectively supervise the day to day running of the home in absence of the home manager and deputy manager.

**RESPONSIBILITIES AND DUTIES**

1. To be aware of each service users social and medical needs and ensure that quality services are delivered to achieve the best possible outcomes for the individual.
2. To plan, audit and evaluate care plans regularly with the participation of the service user or representative, and carry out care reviews as indicated.
3. To carry out drug rounds at prescribed times and in accordance with the Royal Pharmaceutical Society, Nursing and Midwifery Council and company policies, procedures and guidelines. Controlled drugs are to be checked and administered by two staff members (one of which must be a registered nurse). The CD register is to be filled in by an RGN and witnessed signature of another staff member.
4. MARS to be signed immediately after drug administration accurately and correctly. Two Signatures for hand written entries (prescriptions).
5. Carry out all prescribed dressings, keep accurate records of wound care plans and refer Service Users to Tissue Viability Nurse when required.
6. Carry out the MUST nutritional screening tool for adults to screen and recognise adult malnutrition as indicated in the National Institute for Clinical Excellence ref guide February 2006.
7. Follow up INR and other results from the surgery.
8. Perform Nursing procedures e.g. venepuncture, tracheostomy care, catheterisation etc. in line with Nursing and Midwifery guidelines and according to your ability and training.
9. Report and record accidents/incidents in care plans and relevant forms. Inform manager of all serious incidents/accidents and death of service users at earliest convenient time and maintain contact with the next of kin. Ensure that the GP is made aware of all falls of service users.
10. Be able to order and receive medication and record on relevant forms.
11. Document all care planned and delivered at the end of each shift and give a precise and constructive report to staff.
12. Carry out GP’s rounds and conduct care reviews.
13. Carry out Risk Assessments as indicated and as required both in relation to patients need and health and safety matters.
14. Ensure pressure sore and preventive measure audits are carried out as indicated.
15. Be aware of the Health and Safety, Fire, Moving and Handling, Food Hygiene, COSHH, POVA and other related regulations at all times and attend training on all these as requested.
16. Assist in induction of new staff, training of overseas nurses and care assistants to carry out their duties and understand the abilities and disabilities of each Service User.
17. Prescribe, promote and assist in personal hygiene, mobility, continence requirements etc for all Service Users in conjunction with care assistants.
18. Arrange specialist appointments for Service Users e.g. Dental, optician, chiropodist, diabetic as indicated.
19. Arrange transport and escort for Service User’s hospital appointments in advance.
20. Assist in serving meals and feeding of Service Users ensuring adequate fluid and food intake.
21. Report all defects and faults on equipment and the environment to the Manager (record in maintenance records for the attention of Maintenance).
22. Ensure an allocation of duties sheet has been done at end of each shift for the following day.
23. Check off duty rota daily and assist in covering shortages and sickness.
24. Be available to accompany Manager of Deputy Manager for pre-admission assessment when required.
25. Be aware of the latest nursing research and attend courses for self development and to meet the PREP required.
26. To be in charge of the running and marketing of the Care Home and take enquiries in absence of the Manager and the Deputy Manager.
27. To be able to conduct formal supervisions and appraisals for all allocated staff.
28. Comply with all policies and procedures and ensure their complicity in the home.
29. Act in accordance with the NMC Code of Conduct, maintaining professionalism at all times.
30. Be aware of and ensure that the content of the Service User’s Guide, Statement of Purpose, Inspection Report are applied to the day to day running of the home.
31. Assist the Management in applying the IIP methodology and maintain the principles at all times.
32. To carry out any other duties that might be reasonably requested by the Manager or Deputy Manager.

**RESOURCES**

The advice and guidance of the Home Manager and her deputies; the assistance of the kitchen and domestic staff; the equipment and facilities of the home.

**PERSONAL ATTRIBUTES**

Must have an interest in working with the elderly; must be totally reliable and honest; must be able to work as part of a team; must have a cheerful and pleasant disposition, with a down-to-earth approach.

Accepted and agreed by Employee (Please sign and return one copy to manager’s office)

Signed (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PLEASE PRINT NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_