



Mead Medical Services Ltd

Job Description

JOB TITLE :	CHARGE NURSE
REPORTS TO :	Assistant Manager/Home Manager
JOB PURPOSE:	<p>To oversee/maintain the care of all Service Users within the Care Home and, in the absence of the Home Manager and Assistant Manager, take responsibility for the day to day running of the Care Home.</p> <p>To delegate tasks and monitor all junior staff.</p> <p>As a Registered Nurse you are responsible for the holistic assessment of care needs, and the development, implementation and evaluation of programmes of care for our service users.</p> <p>To achieve the highest possible standard of care in a professional manner through direct nursing care, and effective supervision of staff.</p> <p>To be active in staff development.</p> <p>To take management responsibility for shifts.</p>

Qualifications and skills:

- ❖ Registered Nurse
- ❖ Satisfactory check against the NMC register
- ❖ Previous management/supervisory experience
- ❖ Ability to communicate effectively with service users, relatives and all grades of staff
- ❖ Team player
- ❖ Genuine interest in, and experience of working with, the relevant service user group
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme

Main Responsibilities:

Care

1. Be responsible for the overall care and management of our Service Users, using individualised care planning, which ensures consistently high standards of care and provide written reports that reflect good practice.

2. Assist Service Users on all aspects of their care needs (e.g. physical, emotional and spiritual). Provide attention when needed, whilst ensuring Service Users retain their comfort and dignity.
3. Dispense medication, and ensure correct recording of all relevant information relating to the medication in accordance with the NMC guidelines.
4. Ensure all holistic assessments are carried out when Service Users are admitted to the home e.g. nutritional assessment, risk assessments, incontinence issues, waterlow scale etc.
5. Participate in staff induction programme as and when required.
6. Ensure the Home is attractively presented, and odour free, at all times.
7. Ensure that all commodities used in and around the Home are sensibly conserved by all staff e.g. monitor the usage of incontinence aids, wipes, dressings, electricity etc
8. Be aware of the need to manage and maintain budgets agreed by the Manager and Head Office e.g. correct numbers of staff on duty (correct numbers of senior and junior staff on each shift).
9. Be aware of the shifts overseas students are permitted to work and ensure these are adhered to.
10. Pay particular attention to assisting Service Users who have limited mobility, or physical / learning difficulties, making the best use of aids provided.
11. Ensure that all staff contributes to the best of their ability to the efficient running of the Home, and to the creation of an atmosphere conducive to the best interests of Service Users.
12. Take responsibility for Service User care, as designated by the Manager in his/her absence.
13. Maintain accurate records and ensure that each Service User within the Home has an individual care plan.
14. Ensure all care plans and risk assessments are reviewed at least monthly. Closely monitor Service Users who may be confused and / or who have behavioural problems
15. Take responsibility for Service User care, as designated by the Manager in his/her absence and the absence of the Assistant Manager.
16. Report any ill health amongst Service Users and make requests for GP/Professional visits where necessary.
17. Practice maximum integrity in all dealings with Service User's personal and financial affairs.
18. Ensure there is a daily plan of activities for Service Users.
 - Assist in the delivery of care for Service Users who are dying or who have a progressive illness. Assist with last offices.
 - Answer Nurse Call system giving assistance as required. Answer the door and telephone appropriately. Respond accordingly and pass on messages promptly
 - Ensure that rooms are clean and tidy and all equipment has been cleaned.
 - Ensure the Home's resources are used appropriately
 - Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with the Company's policies and procedures.
 - Encourage independence in activities of daily living, providing assistance when required.
 - Assist in the reception of new Service Users.
 - Report any changes in a Service User's health to the Assistant Manager/Manager.
 - Take part in staff meetings.
 - Take part in Service User review meetings and contribute to personal care planning.
 - Ensure Service Users are respectably and comfortably dressed and that they are appropriately groomed i.e. hair brushed, shaved, make-up applied where appropriate.
 - Ensure Service User's clothing, chair/bed, table and surrounding floor is clean after meals.
 - Monitor the condition of Service User's clothing and arrange repair/replacement as required.
 - Arrange activities for Service Users and accompany Service Users to activities outside the home when necessary.

- Report accidents / incidents involving Service Users, staff or visitors to the Manager/Assistant Manager at the earliest opportunity and to ensure that it is recorded in the accident or incident register.
- Ensure spillages are cleaned up as they occur, using appropriate equipment.
- Assist other colleagues in their duties as requested or directed by the Assistant Manager/Manager.
- In emergencies, to remain on duty until appropriate relief becomes available.

Training and Development

1. Attend mandatory training days/courses, on or off site, as and when required.
2. Supervise and instruct junior and new staff members in all aspects of their work in the care home, giving help and guidance where appropriate.
3. Maintain professional knowledge and competence.
4. Take responsibility for your registration and maintaining your registration with the NMC. To maintain your registration you need to have completed 450 hours of registered practice and 35 hours of learning activity in the previous three years. Also to make payment to the NMC, within time scales, so as to remain on the register.

Health and Safety

1. Adhere to Mead Medical Services waste disposal policy
2. Observe Mead Medical Service's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.
3. Understand and ensure that the Health and Safety policy and Fire regulation policies and procedures of Mead Medical Services Ltd are adhered to and complied with.
4. Report any faulty appliances, damaged furniture or equipment to the Assistant Manager/Home Manager and Handyperson
5. Report immediately to the Assistant Manager/Manager, any illness of an infectious nature or accident incurred by a Service User, colleague, self or other.

Communication

1. Participate in staff and Service User meetings as and when required.
2. Establish and maintain good communication with Service Users, relatives and with the multidisciplinary team.
3. Obtain and provide a comprehensive report from the person in charge and advise the Assistant Manager/ Manager of any incident/accident and status of any Service User whose care/health is causing problems.
4. Inform the kitchen of any special dietary needs. Supervise the serving of meals, ensuring that the special dietary needs of individual Service Users are being met.
5. Establish and maintain good communications with Service Users, relatives and Professional bodies.
6. Maintain good communications with the Assistant Manager and Manager.

Marketing

1. Ensure the Care Home is attractively presented, and odour free, at all times, in line with the Company's attention to detail.

Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from your Manager before communicating such information.
2. Always act in accordance with the NMC Code of Practice and rules of confidentiality, in a manner that reflects good conduct and the reputation of the Home.

General

1. Work with all other staff to ensure a happy, clean, dignified and safe environment for the Service Users.
2. Respect at all times the privacy of Service Users in their rooms and their property.
3. Ensure that the security of the Home is maintained at all times.
4. Adhere to all the Company's policies and procedures relevant to this role.
5. Ensure that all equipment is clean and well maintained.
6. Notify the Home Manager/ Assistant Manager or person in charge as soon as possible if you are unable to report for duty and also when you can return to work after an absence.
7. Carry out any other tasks which may be reasonably assigned to you.

At All Times

1. Observe the Company's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.

This job description indicates the main duties and responsibilities of this post and is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign and date below to indicate your acceptance of this job description.

Signature: _____

Name: _____ Date: _____