

Prospect Private Nursing Home

Job Description

Registered General Nurse

Job Title: Registered General Nurse

Qualifications: Registered Qualification – RGN/SRN – Part 1 or
Registered Qualification – RN Adult – Part 12

Accountable to: Sister, Nurse Manager.

Reports: Sister, Nurse Manager.

Job Purpose: You will support and assist in the delivery of the highest possible standards of Nursing Care working within a multi disciplinary team.

Professional Responsibilities:

- Provide Nursing Care to all residents adhering to Nursing Midwifery Council professional standards and Nursing Home policies and procedures.
- Assessing, planning, implementing and evaluating individual care, seeking medical or other intervention as required.
- Communicating & co-operating with other professionals in relation to care and treatment of residents.
- Maintaining accurate records for residents. This includes risk assessments, care plans, medicine records, progress notes and any other records pertaining to individual resident care.
- Administration of prescribed medicines in accordance with Nursing Midwifery Council standards and Homes policies and procedures.
- Adhering to the procedures in relation to the ordering, administration, auditing, storage and safe custody of drugs.
- Establish and maintain good and open communication with resident and their families and any other professionals.
- Establish and maintain effective communication with colleagues in order to provide ongoing continuity of care.
- Contribute to the safeguarding of vulnerable adults by taking steps to protect residents from any form of abuse or neglect. Ensure appropriate reporting mechanisms are implemented.
- Maintain nursing skills and knowledge through research based findings and training.
- Ensure confidentiality is maintained at all times.
- Ensure professionalism in order to protect the good reputation of the Home at all times.
- Maintain a professional rapport with colleagues to assist in a high morale amongst staff.
- Supervision and direction of Health Care Assistants to ensure a high quality of care.
- Participate in staff induction, appraisal and clinical supervision of staff where appropriate.
- Assist in maintaining adequate staffing within the Home and the deployment of staff.
- Participate in staff meetings.
- Reporting of all accidents & untoward events of residents, staff and visitors and ensuring management are informed.

- Promote and carry out safe working practices in relation to Infection Control and the Prevention of Cross Infection.
- Having a full knowledge of the fire procedures, fire escapes and a working knowledge of the fire fighting equipment within the home.
- Ensure any fire procedure checks are completed within the agreed frequency.
- Ensure medical supplies and essential stocks are adequate. Completion of checks within agreed frequency i.e. equipment checks, backups etc.
- Report faulty equipment and appliances.

General Responsibilities:

To be aware and familiar with the home's policies relating to:

- COSHH control of Substances Hazardous to Health
- Health and Safety
- Infection Control
- Moving and Handling
- Fire Safety
- Protection of Vulnerable Adults

Also

- Ensures the economic use of all supplies and equipment. Maintaining all these resources in a satisfactory condition and reporting any faults/breakages
- Completes and maintains relevant paperwork
- Reports all accidents, complaints and defects in equipment to the Nurse Manager
- Ensures the safe keeping of patient's belongings and valuable in accordance with the Home policy

In addition to the above responsibilities, there are some general requirements that apply to all jobs in the Nursing Home.

- Participation in staff meetings
- Participation in training activities
- Participation in quality assurance systems

The above Job Description outlines the main tasks required to perform the role. The job holder will be expected to take a flexible approach to undertake the work of the Nursing Home and will be required to carry out any other duties as reasonably required by the Nurse Manager. The Job Description will be reviewed on an ongoing basis in accordance with the changing needs of the role and the Nursing Home.

Date Produced: March 2001

Reviewed: January 2017