



Staff Nurse

JOB DESCRIPTION

JOB TITLE: Staff Nurse

REPORTING TO: Clinical Lead Nurse, Senior Management Team

JOB PURPOSE: To provide high quality nursing care and assist in identifying and addressing the health and social care of the Residents.

RATE OF PAY:

£16.50 per hour

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Enthusiastic
- Good communication and organisational skills
- Team player
- Ability to work on own initiative
- Friendly, creative and confident
- Genuine interest in working with the people with Learning Difficulties
- Have life skills
- Satisfactory DBS check against the POVA List (where applicable).

Desired:

- Previous experience working with people with Learning Difficulties
- Flexible approach towards working routines

MAIN RESPONSIBILITIES

1. To provide a high standard of direct nursing care to residents, based on the assessment of care needs and in consultation with the residents, their families and the care team.
2. To continuously evaluate the equality of care given, and regularly reassess the needs of the clients and to effect changes required to achieve planned goals.
3. To administer and order medicines, also the safe disposal of medication
4. Liaise with GP, chiropodist, occupational therapist, physiotherapist and other members of a wider care team.
5. Care planning and implementation of care plans
6. To work within the NMC codes of conduct and Scope of Practice and within Croft Care Trust policies and procedures.
7. To continuously review your own nursing practices and develop new skills and knowledge through continuous professional development training that contributes to the enhancement of patient care skills.

8. To work closely with other members of the care team, ensuring that effective, high quality care is given, to achieve planned goals.
9. To ensure the effective and efficient use of all home resources
10. To keep the next of kin informed of significant changes in a Residents condition.
11. To ensure religious, cultural, emotional and psychological support for Residents and their families
12. To attend and participate in relevant staff meetings.

Communication:

13. Participate in Staff and Resident meetings, as and when required.

Marketing:

14. Actively market the Care Home and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.

Training & Development:

15. Attend mandatory training days/courses, on or off site, as and when required.
16. Maintain professional knowledge and competence.

Health & Safety:

17. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.
18. Understand and comply with all statutory and legal requirements which are relevant such as Health & Safety, Emergency and Fire Procedures, COSHH, all aspects of the Care Standards Act, have a clear understanding of Infection Prevention and Control policies, procedures and measures to maintain a safe environment throughout the home.
19. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

Promote safe working practice in the Care Home.

Safeguarding:

20. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with, and adherence to, the Croft Care Trusts Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.
21. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency.

Data Protection:

22. In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Confidentiality:

23. Croft Care Trust attaches the greatest importance and confidentiality to resident, staff, health data and other data it holds. All data should be treated as confidential and should only be disclosed on a need to know basis.

24. Some data may be especially sensitive and is the subject of a specific organisational policy, including personal information relating to the diagnosis, treatment and/or care of patients, individual staff records such as gender reassignment, and some disabilities, such as HIV status and mental health conditions and details or business information such as contract prices and terms.
25. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that Croft Care Trust attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.
26. All employees should be mindful of the seven information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.
 - Justify the purposes of using confidential information
 - Only use it when absolutely necessary
 - Use the minimum that is required
 - Access should be on a strict need to know basis
 - Everyone must understand his or her responsibilities
 - Understand and comply with the law
 - The duty to share information can be as important as the duty to protect patient confidentiality
27. If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

General:

28. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to work, and also on your return to work from all periods of absence.
29. Ensure the security of the Care Home is maintained at all times.
30. Adhere to all Company policies and procedures within the defined timescales.
31. Ensure all equipment is clean and well maintained.
32. Carry out any other tasks that may be reasonably assigned to you.