**JOB DESCRIPTION: RGN**

**PURPOSE OF JOB:** To assist Manager in the day to day running of the home, in line with Company policies and the Standards prescribed by the Care Standards Act, ensuring the provision of nursing care in an atmosphere of homeliness, dignity and privacy. To take full responsibility in Manager’s absence and to keep her fully informed.

**RESPONSIBLE TO:** Manager

**PROFESSIONAL**

**RESPONSIBILITIES:** To be fully conversant with all company policies and procedures and the strict legislation and regulations by which a Care home is governed.

To be aware of updating clinical procedures and ensure that practice is current.(PREP)

To accept responsibility for attending all training courses and staff meetings arranged by the Manager.

**To lead and manage a team of carers with specific client responsibilities.**

**To assist Manager with specific allocated responsibilities such as Training &Supervision, Health & Safety duties and Infection Control etc.**

**KEY RESPONSIBILITIES**

**TO ENSURE OUR CLIENTS ARE HAPPY AND SAFE AND RECEIVING THE BEST POSSIBLE NURSING CARE by……**

 Preparing and maintaining Care Plans in accordance with CQC requirements

 Administering drugs in line with legislation – checking, witnessing and administering

* Reporting and recording all changes in client’s condition - ensuring all staff, including Manager are aware of changes and their significance.
* Conducting regular checks of clients throughout the shift. Specifically 2 hours checks of all clients during night shifts which are to be documented. RGN night checks are to alternate with carer 2 hourly checks, ensuring clients are checked each hour by a staff member.

 Requesting appropriate professional support when needed – Manager, GP, Tissue Viability, Diabetic Nurse etc and ensuring records kept of requests and responses.

 Ensuring all medical records are completed accurately and appropriately in line with legislation and company policies and sign appropriate checks at end of shift

 Ensuring client meals and special diets are adequately provided

 Maintain highest standards of cleanliness and infection control

**TO ENSURE OUR STAFF ARE TRAINED AND EQUIPPED TO PERFORM THEIR NURSING DUTIES by……**

 Assisting Manager in the training and supervision of staff

 Providing professional and comprehensive reports/handovers at shift change and ensuring all staff attend report 10 minutes before shift change, thereby ensuring floor coverage is maintained for the safety and well-being of our clients

 Ensuring all staff are aware of Health & Safety at Work and Fire procedure

 Promote responsibility amongst staff by effective delegation and maintain control by regular checking and supervision of staff – do not assume staff know what to do and do not assume having asked that it has been done effectively – always be checking

* **Promote strong team spirit. Give praise when due and guidance and direction in a polite and sensitive manner.**
* **Promote strong team spirit. Where ever possible nurses should assist care staff in care delivery and thereby ensure appropriate standards are being maintained.**
* **Support the Manager and keep the Manager informed of any problems or training needs.**

**TO CREATE A RELAXED AND HOMELY ENVIRONMENT FOR RESIDENTS AND VISITORS by……**

 Developing and maintaining a good relationship with clients and communicating with and giving reassurance to relatives – including any changes in condition

 Welcome all visitors and ensure professional visitors are given necessary information and that all outcomes of their visits are adequately documented

 Ensure emotional and psychological needs of clients are recognised and met

 Encouraging clients to maintain and develop leisure interests within and outside of the home and support Manager in ensuring a social activities programme is in place which adequately reflects clients’ needs and interests

 Promoting the independence and individuality of each client

**TO ENSURE EFFECTIVE COMMUNICATION OF CLIENT AND STAFF NEEDS WITHIN THE HOME by……**

**** Ensuring all staff use and understand purpose of Communications Book

**** Ensuring all Incidents and Accidents are recorded and communicated to Manager

**** Ensuring all visitors are aware of Complaints Procedure

**** Taking responsibility for any changes or concerns that occur and inform and seek advice and support from Manager

* **Initiate and develop new ideas and methods in conjunction with Manager**
* **Maintain the confidentiality of the home and its clients and promote confidentiality amongst staff.**

**KEY COMPETANCIES**

 Communication skills, both oral and written

 Planning and organising – self and others

 Leadership

 Interpersonal skills

 Responsibility

 Initiative

**REPORTING SAFEGUARDING MATTERS OR ABUSE**

Every employee shall be obliged to report to the manager any inappropriate conduct by any party affecting a resident which might be defined as an adult safeguarding issue or abuse immediately this occurs following the company procedure ‘Safeguarding People from Abuse’ – Procedure SD14.