

The Chiswick Nursing Centre

JOB DESCRIPTION

JOB TITLE:	Registered Nurse
ACCOUNTABLE TO:	The Centre Director
REPORTS TO:	Suite Manager
LOCATION:	The Chiswick Nursing Centre
JOB PROFILE:	To achieve the highest possible standard of care in a professional manner through direct nursing care and effective supervision of staff.

MINIMUM QUALIFICATIONS/EXPERIENCE:

First Level Registered Nurse. Minimum of one year's experience. Experience in elderly care preferred.

RESPONSIBILITIES & DUTIES:

1. To undertake the role of named nurse for a named group of residents.
2. To act as resource person for named key workers.
3. To supervise and actively assist in all aspects of residents care.
4. To practise sound clinical judgements.
5. To establish individual care for each resident by the thorough assessment of needs and planning of care with the participation of the key worker, resident and relative or their representative.
6. To ensure care is evaluated on a regular basis in participation with the resident, relative or their representative and the key worker.
7. To maintain accurate records of resident care.
8. To motivate and provide general supervision to care staff.
9. To ensure all residents receive appropriate care during each span of duty and to be responsible for the Centre's management in the absence of more senior personnel.
10. To organise work in an effective manner and ensure staffing levels are adequate as agreed with the Centre Director.
11. To liaise with other professionals i.e. GP, Physiotherapist, etc.
12. To co-operate and maintain good working relationships with all staff.

The Chiswick Nursing Centre

13. To develop positive relationships with residents, relatives and visitors.
14. To administer medicines and adhere to the regulations regarding the administration control and storage of medicines.
15. To abide by the regulations regarding the Registration and Inspection of Nursing Centres.
16. To participate in staff meetings at the request of the Centre Director.
17. To participate in training as required by law and by the Company's standards.
18. To take part in the induction process and the training of staff in accordance with the Company Training Policy & Procedure. To carry out supervision and appraisals of Care Staff.
19. To comply with the regulations in respect of Health & Safety at Work, environmental health and fire procedures and abide by the Company's Health & Safety policy.
20. To adhere to the requirements of COSHH.
21. To be the designated First Aider in the Centre as the need arises.
22. To maintain confidentiality at all times.
23. To promote the good name of the Centre and the Company at all times.
24. Ensure knowledge and competence is maintained as required by PREPP.
25. Ensure stock levels are maintained and costs controlled.
26. To order drugs for the residents and the Centre as required.
27. To be aware of and manage effective cost control.
28. To demonstrate the nurses professional role and NMC Code of Conduct.
29. To ensure that the residents' lifestyle is maintained in accordance with The Chiswick Nursing Centre Philosophy of Care and Residents Charter.
30. To ensure that The Chiswick Nursing Centre Code of Conduct is maintained at all times
31. To abide by the Company's Quality Procedures, Policies and Work Practices and ensure that they are adhered to by the staff.
32. To report/record all non-conformances in the correct manner.
33. To report any hazards or defects to the Centre Director, Director of Nursing or Suite Manager.
34. Report promptly all complaints however minor, to the Centre Director, Director of Nursing or Manager of Suite.
35. To participate in marketing activities/functions as requested.
36. To undertake other duties as may be reasonably requested to ensure the smooth running of the

The Chiswick Nursing Centre

Centre.

This job description may be reviewed and changed from time to time according to the needs of the Company and residents.

January 2012

Signature _____

Date _____