



VERULAM HEALTH CARE LIMITED

JOB DESCRIPTION

Title: Registered General Nurse

Directly Accountable to: Matron

Requirements:

**Registration with NMC and current Pin number
Minimum 6 – 12 months experience in Elderly Care – Nursing Home
Environment.**

General Responsibilities:

To ensure the safe, smooth and efficient running of the Nursing Home in accordance with the policies of Verulam House Nursing Home and the Registering Authority guidelines.

Professional and Administrative Tasks and Responsibilities:

- 1). Complete induction training- to comply with “Skills for Care” criteria.
- 2). Ensure high standards of nursing care are achieved and maintained.
- 3). Assess resident's conditions and requirements and ensure their physical, mental, spiritual and social needs are met either personally or by delegation to appropriate members of staff.
- 4). To take charge of the Home in the absence of Matron and/or deputy. Maintain the smooth running of the day to day management of the home, and be responsible for maintaining and altering the duty rota where necessary.
- 5). In Matron's absence, be responsible, for filling in details of every enquiry on 'Enquiries Cards', making appointments to view prior to checking Matron's diary. Ensure vacant rooms are presentable for viewing at all times and escort prospective clients around the Home as and when required.
- 6). Liaise with and carry out the instructions of general practitioners, consultants and physiotherapists and other external agencies.
- 7). Maintain a level of discipline in order that a high standard of nursing and personal care should continue within a happy relaxed atmosphere.
- 8). Ensure that medications are ordered, stored, controlled and administered in compliance with the Care Standards guidelines, Nursing & Midwifery Code of Practice and current legislation.

- 9). On admission, assess residents' needs and formulate a care plan involving the resident and relatives- monitor and review monthly, involving relatives and when change in condition warrants it.
- 10). Maintain good communication with relatives at all times informing of any concerns with regards to the resident.
- 11). Ensure that you are aware of your responsibilities as primary nurse.
- 12). Report in the Care Plan, clearly and concisely, the condition of the resident in his/her care to the Matron and to other nursing staff at 'hand-over' times.
- 13). When 'Nurse in Charge' - liaise with maintenance, catering and housekeeping team to ensure a smooth working relationship.
- 14). Work with Health Care Assistants - assist with their training and encourage them to be kind, efficient and observant carers.
- 15). Attend staff meetings and participate in 'in service' training programmes and fire instruction sessions.
- 16). Ensure that any accidents regarding staff or residents are recorded in the Accident Book provided and in accordance with Health and Safety Executive guidelines.
- 17). Any complaints or problems should be received, investigated and reported to the Matron/Manager or in his/her absence to the Directors - see the policy in regard to complaints and follow accordingly.
- 18). Maintain own training portfolio
- 19). Supervision of allocated care staff- fortnightly meetings
- 20). Attend yearly appraisal to identify performance
- 21). Attend yearly statutory training updates and in-house training sessions as arranged by the Training Manager to improve and update skills and knowledge.
- 22). Refer to "Policies and Procedures" file for guidance where appropriate, according to the NMS guidelines.

Signature: _____

Date: _____