



JOB DESCRIPTION

JOB TITLE: Head of Care

General scope of the post:

To undertake the care management responsibilities as delegated by the Matron/RGN. To promote and maintain the high standards of care delivery to the residents. To lead the care team and provide skilled care.

Principal Duties

The Head of Care will be responsible for carrying out the following duties:

Delivery of Care to Residents:

1. Supervise and participate in the delivery of care to the resident in line with the care plan. Anticipate the needs of the residents, monitor the effectiveness of the care plan, making changes where necessary, ensuring that the plan remains specific to the individual's needs/wishes.
2. Ensure that all resident's care plans and records are maintained and updated in line with the Care Quality Commission's -Essential Guide to Quality and Safety.
3. Demonstrate an understanding of the prevention of abuse of vulnerable adults, recognition of the signs of abuse and procedures to following the event of an allegation of abuse.
4. Act as a key communicator on resident matters (including any change in condition/concerns/ requests etc) to the resident or to the friends/relatives/advocates of the resident, or to the RGN/Matron. Ensure up to date and accurate information on individual residents is communicated at staff handover to ensure continuity of care.
5. Promote the inclusion of the resident in all social activities designed to enhance, stimulate, develop and maintain the highest quality of life and enjoyment within the home.

Supervision of Staff:

6. Participate in the Induction of new staff to the home and their duties. Following the induction period, supervise and co-ordinate staff to ensure that their jobs are carried out efficiently, in a caring and attentive manner at all times.
7. Assist the RGN/Matron in the supervision of all care staff on a formal basis in line with CQC regs/Home's policy.
8. Where necessary, provide advice and support to staff experiencing levels of stress/emotional needs.
9. To participate in all staff meetings to support the Matron in all decisions to improve /enhance the efficiency of the home.

Administration and Record Keeping:

10. Ensure that all records relating to the care of residents are maintained in an accurate, legible and consistent format, reflecting the residents as individuals and recording all changes to the care needs/wishes.
11. To be aware of the training needs of the care staff and ensure that all care staff attend training updates (Mandatory) and other training specific to their role, both in-house and external learning. Put forward to the Matron those staff suitable for NVQ 3 in Health and Social Care.
12. Co-operate with all staff to provide and maintain a high standard of care delivery.
13. Ensure that confidentiality is maintained at all times. Encourage and support Team Work to ensure a happy and motivated team.

Quality Assurance:

14. Ensure familiarity with the Home's Quality Assurance system. Be aware of CQC regulations/standards.

Professional Development:

15. Accept responsibility for developing your own knowledge and skills. To ensure that own training and development needs are identified and recorded.
16. To be aware of professional accountability and act at all times within the NMC code of Professional Conduct.

Health and Safety:

17. To be responsible for your own health and safety and that of anyone else whom your acts or omissions may affect.
18. Nursing tasks required to support role:
 - a. Recording of Vial signs- BP/Temp/Pulse/Resps
 - b. Mouthcare.
 - c. Urinalysis.
 - d. Urine samples – MSU/CSU
 - e. Aseptic technique/Basic wound care
 - f. Taking and recording of BM's
 - g. Insertion of Suppository/Micralax micro enema
 - h. Catheter care

This job description outlines the main duties and responsibilities of the post. It is not intended to be an exhaustive list.

I have read and agree to abide by the above job description

Signature:

Date: