



## **VERULAM HEALTH CARE LIMITED**

### **JOB DESCRIPTION**

**Title: Senior Care Assistant / NVQ 3**

**Responsible to: Matron**

#### **General Nursing Responsibilities:**

To carry out a high standard of nursing care, under the supervision of the Matron and nurses in charge, in an efficient, caring, kind and respectful manner, preserving dignity and self respect of the resident wherever possible.

#### **Aims:**

- To ensure at all times, in conjunction with the other members of staff, that the physical, emotional and social well-being of the resident is maintained.
- To report any obvious changes in the condition of the resident eg distress, pain, bruising, sores, depression to the RGN in charge/Matron or Deputy.
- To provide the necessary care required for each resident, ensuring safety at all times, whilst maintaining a natural homely environment according to individual resident's care plans.
- To carry out instructions given by Matron in an efficient, conscientious manner.
- To ensure she/he is aware of the residents' 'histories', strengths and needs and any specific care needed.
- To provide assistance to residents including washing, dressing, toileting and help with personal hygiene according to their needs as detailed in their care plans.
- To help provide an essential physical and mental stimulation by participating in recreational and social activities with residents individually or in a group and assist the Activities Organiser where required.
- To escort residents to and from lounges, dining rooms and bedrooms for meals/activities.
- To assist with feeding where required, provide suitable alternatives as discussed with Matron.
- To ensure all admission documentation is completed in discussion with resident/relatives.

### General Responsibilities:

- To attend Staff Meetings, staff training and fire drills.
- To carry out instructions to maintain standards of safety and cleanliness to the satisfaction of the Environmental Health, Fire and Health and Safety at work regulations.
- Report any accidents relating to staff or residents.
- To be respectful and courteous when dealing with relatives and other public and professional people.
- To comply with written and verbally agreed conditions of employment eg hours of duty, time-keeping etc.
- Ensure that any matters concerning residents remain confidential. Serious concerns should be reported to the RGN on duty/Matron or Deputy.
- To achieve, at all times, a smart, tidy appearance wearing the uniform supplied by the Company.
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- To undertake additional nursing care tasks, under the direction of the RGN. After sufficient instruction and when competency has been demonstrated and observed on three separate occasions, these tasks can be carried out by the Senior Care Assistant. The RGN remains accountable for the nursing care tasks delivered by the Senior Carer.

These Nursing tasks are:-

- 1 Recording:- Temperature  
Pulse  
Respiration.  
B.P.
- 2 Mouth Care.
- 3 Urinalysis.
- 4 Continued reporting in Care Plans.
- 5 Collection of (a) Mid-stream specimens of urine and (b) Catheter specimen of urine.
- 6 Updating and recording residents' day to day' condition on Care Plans.
- 7 Simple dressings.
- 8 Insertion of a suppository to facilitate defaecation/micralax enema.

- 9 Monitoring and recording of BM's – supervision of administration sub-cutaneous insulin to self-medicating residents.
- 10 Use of nebuliser equipment and administration of medication via nebuliser according to GP instructions.
- 11 Admission procedure for all new residents to unit
- 12 Assist trained staff with admission documentation to Nursing Home to include admission observations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Additional Senior Carer Responsibilities

- When deputising for the Deputy Manager/Manager of the Residential Unit to ensure its smooth running in accordance with the Verulam House Policy and Procedures and the Registering Authority Guidelines. When Matron or her Deputy are off, to liaise with the RGN on duty, who will have, at all times, overall responsibility for the Home.
- Work with other Care Assistants and assist with their training, encouraging them to be kind, efficient and observant.
- Ensure that accidents to staff or residents are recorded in the Accident Book provided, in accordance with Health & Safety Executive guidelines.
- Ensure that medications in the Residential Unit are stored and administered in compliance with Health Authority guidelines, current legislation and Verulam Health Care Limited Medication Procedure.
- Liaise with GPs and other external agencies in providing continuing care to the residents.
- Together with Matron or RGN, be responsible for filling room vacancies as they arise and making appointments to view rooms. Ensure vacant rooms are presentable for viewing at all times and escorting prospective clients round the Home as and when required.
- Ensure that Care Plans are updated, reports in the Care Plans are clearly and concisely written and the condition of the resident passed on to the other staff at "hand-over" times. Relatives should be kept updated of any changes involved care planning.
- Enable the Residential Unit to run in accordance with the residents' needs and wishes. Participating in Resident Meetings and fulfilling the residents' wishes in regard to recreational activities and outings.
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