

JOB DESCRIPTION

HEAD OF CARE & NURSING

Job Purpose

The post holder has continuing responsibility for the day to day operational management of the care and nursing team. Responsible for ensuring an excellent standard of care is set, delivered and maintained by the care team at all times.

Take responsibility for the safeguarding of adults, and follow the Trust's whistleblowing policy as required.

Job Dimensions

(e.g. budgetary or supervisory responsibilities)

Supervisory

To have day to day responsibility for the management and allocation of duties to all nursing and care staff within a Home of over (*Please specify XX*) residents. The post holder is supernumerary to the clinical establishment figures.

Budgetary

Complete as relevant to the post e.g. responsible for allocation or monitoring of pay budget of (please specify xx)

Communications with Others

Internal	Home Care & Nursing Colleagues
	Residents
	Catering, House keeping, Maintenance and Administrative Staff
External	Families, Carers & Advocates
	Legal Representatives
	GPs, Social Services
	District nurses, OTs & SALTs
	Other statutory service providers
	Voluntary organisations
	Education establishments

Principal Duties

Professional Leadership

- To understand the value of and promote a stimulating and enriching environment conducive to the well being of our residents, for whom the Home/ Unit is their long term place of residence i.e. their home.
- To proactively lead a team that provides excellence in clinical practice, and ensures that residents' rights to privacy, dignity, choice, autonomy and safety are actively promoted at all times.
- To build an effective care and nursing team, promoting effective communication strategies to ensure that accountability for and communication of residents care is maintained consistently throughout the 24 hour period of care

- To promote an environment conducive to learning and collaborative working with the internal and external multidisciplinary team, acknowledging the GP Team as key stakeholders in determining positive care outcomes for residents.
- To actively supervise and monitor care practices, identifying and responding appropriately to the changing needs of residents to ensure that care needs are consistently met.
- To ensure that the whole team recognise their personal responsibility in safeguarding people and that they recognise and respond appropriately following the local referral process in the event of any individual being abused, suspected of being abused, at risk of or has been abused.
- To undertake all appropriate aspects of nursing assessment and care required, including advanced clinical skills as required following appropriate training. To be fully aware of all agreed emergency procedures and be prepared to take a lead role in any acute clinical or non clinical emergency, in the absence of the Home Manager or until specialist assistance arrives.
- To ensure that all documentation relating to the wishes, needs and aspirations of residents is completed where ever possible in partnership with residents and is maintained in an accurate, legible and pro active manner, reflecting the residents plans of care and their ongoing contemporaneous evaluation.

Management / Education

- To recruit, develop and retain competently skilled and knowledgeable staff that are able to meet the ongoing needs of residents in an effective, compassionate and dignified manner.
- To lead the orientation, induction and mentorship of new staff to the Home and their duties.
- To deputise for the Home Manager in their absence, being responsible for the fabric and running of the Home, ensuring that there are sufficient staff to carry out all duties whilst ensuring the Home continues to provide a safe and secure environment for residents and staff alike conducive to their general well being.
- To co ordinate duty planning, annual leave allocation and monitor staff sickness/ absence levels and agency staff use to ensure that ensure there is an appropriate skill mix of staff on duty to provide the highest quality care to the residents, whilst utilizing resources optimally.
- To enable staff to identify their own training needs of staff and support them to attend training as per the Home's training matrix.
- To lead the delivery of a training and teaching programme for care and nursing staff members within the Home.
- To work with the Trust Training Department and Care and Quality Department in initiating training programmes for new service developments.
- To liaise closely with education providers and ensure that nursing staff are conversant with the learning outcomes of students of nursing.
- To attend or chair meeting at the request of the Home Manager.
- To liaise with the relevant departments and agencies e.g. kitchen, estates, NHS Supplies, pharmacy supplier, ensuring that supplies are available and relevant to the needs of the Home / Unit and are used efficiently.

Clinical Governance

- To ensure that all medications, including controlled drugs are ordered, stored, administered and disposed of in accordance with the Trusts Medicines Policy, NMC and CQC guidance on drug administration.
- To ensure that formal supervision of all nursing and care staff takes place as dictated by the regulator and are recorded to ensure evidence of the empowerment of staff and the development of skills and competencies.

- To promote a culture within the Home whereby staff feel they have ownership of the continuous quality improvement process.
- To participate in investigations following complaints or concerns regarding care practice and instigate and / or participate in the disciplinary process where conduct, attitude or quality of work are of concern.
- To implement and monitor quality assurance systems designed to review, evaluate and improve practice.
- To be familiar with the regulatory framework within which the Home operates
- To be actively involved in service developments, both within the Home and County wide as requested.
- Accept responsibility for developing own knowledge and skills, promoting the concept of life long learning. To ensure that own training and development needs are identified and recorded. To ensure that PREP is maintained as per the guidance of the NMC.
- To input and retrieve resident and staff information from computer based systems and maintain accurate resident records.

General Requirements

In addition to the above, there are some general requirements that apply to all jobs in the Home:

- Take responsibility for the safeguarding of adults, and follow the Trust's whistle blowing policy as required.
- Participation in staff meetings
- Participation in training activities
- Participation in staff supervision and personal development review
- Participation in quality assurance systems
- Take responsibility for personal development by keeping abreast of developments in the field of caring for older people.
- All duties must be carried out to comply with: -
 - Notification of accidents and other health and safety requirements
 - Statutory legislation in particular the health and hygiene regulations
 - Nationally and locally agreed codes of good practice
 - Fire precautions
 - Equal opportunity and the Trust's anti-discriminatory policy.

Health and Safety

To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.

This job description outlines the main duties and responsibilities of the post; it is not intended to be an exhaustive list. From time to time the post holder may be asked to carry out additional reasonable tasks as appropriate to the needs of the business. As such this role definition will be subject to revision as required.

PERSON SPECIFICATION

HEAD OF CARE AND NURSING

ESSENTIAL		DESIRABLE	
<u>Qualifications</u> RGN / RMN and currently registered with NMC. Educated to Diploma / Degree level or in the process of NVQ Level 4 Care or willing to undertake. Accredited relevant higher education nursing course / module ENB 998 Teaching and Assessing or equivalent	E1		
<u>Experience & Knowledge</u> Three years post registration experience of leading a large care team in a care of the elderly or a related clinical setting. Knowledge of regulatory framework relating to Care Homes. Knowledge of care of the elderly, including an understanding of chronic disease management Excellent clinical assessment skills. Proven teaching skills and experience	E2	Experience of managing pay and non pay budgets within set constraints	D1
<u>Skills</u> Good interpersonal and communication skills, both verbal and written. Excellent time management skills. Good report writing and keyboard skills Experience of change management. Knowledge of motivation skills. Leadership skills. Ability to challenge the status quo.	E3	Basic spread sheets. Understanding of critical appraisal and change management techniques.	D2
<u>Abilities</u> Ability to use initiative and lead a team. Ability to motivate self and empower others. Ability to problem solve and work autonomously, prioritising simple and complex tasks. Able to effectively manage personal and work related pressures.	E4		
<u>Other</u> Evidence of adherence to NMC Code of Conduct by undertaking continuing personal and professional development	E5	Interest in research	D3

<u>Ability to Meet Job Requirements</u> Will have access to a vehicle/transport for business travel.	E6		
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