

Role Profile for Head Nurse

Job Title	Head Nurse
Reports to	Home Manager
General scope of post	To support the Home Manager with the management of the Home, with a particular emphasis on clinical nursing leadership, to ensure that an excellent standard of care is set, delivered and maintained at all times.
Key Accountabilities	<p>Professional Leadership</p> <ul style="list-style-type: none"> • To undertake initial assessments of potential residents and work in partnership with the resident, their friends / family / advocates; advising on procedures relevant to admission and any changes which may occur through out the resident's stay, ensuring that risks are identified and managed and care is evidence based to meet the needs of residents. • To negotiate individual care plans with residents, continually assessing and evaluating to ensure that the agreed outcomes are met. • To ensure effective collaboration and communication with the wider multidisciplinary team and outside agencies, acting as the resident's advocate as necessary. • 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 act as a role model for the nursing and care team through effective relationships with residents, colleagues and other agencies, ensuring that accountability for and communication of residents care is maintained consistently throughout the 24 hour period of care. • 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 undertake all appropriate aspects of nursing care required including advanced clinical skills as required following appropriate training. • To understand the value of and promote a stimulating and enriching environment conducive to the well being of residents, for whom the Home/ Unit is their long term place of residence i.e. their home. • To carry out all care procedures and practices in accordance with Trust care policies and the current Marsden Manual. • To ensure the safeguarding of vulnerable adults, recognizing signs of abuse and taking appropriate action in the event of an allegation of abuse. • Be a key member of the Rostering Team and work in line with the Trust's roles and responsibilities matrix for rostering • Take responsibility for all elements of the rostering process to ensure adequate shift coverage and employees are paid correctly first time, and be accountable in the absence of the manager

Management / Education

Role Profile for Head Nurse

- To deputise for the Home Manager in their absence, being responsible for the fabric and running of the Home, ensuring that there are sufficient employees 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 organise own time and that of nursing employees, carers and students.
- To be professionally accountable for the work delegated to other members of the care team.
- To support the Home Manager in the management of recruitment, retention and performance related issues.
- To support the Home Manager in the management of budgets and resources including duty rotas and skill mix requirements.
- To attend or chair meetings as requested and or to represent the Home Manager as necessary.
- To liaise with and report to the Home Manager matters of potential concern pertaining to the building and maintenance of the Home.
- To take responsibility for the induction, supervision and mentorship of qualified employees, carers and student nurses.
- 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 the implementation of all Trust clinical and non clinical policies within the Home.
- To ensure that all medications, including controlled drugs are ordered, stored, administered, documented and disposed of in accordance with the Trust Medicines Policy, NMC and CQC guidance of drug administration.
- To be responsible for ensuring that all care and nursing employees maintain written and electronic care records and Trust records in accordance with record keeping standards.
- To be involved in all aspects of quality assurance including internal and external audits. and the effective and safe use of resources and equipment.
- To be responsible for the safekeeping and proper operation of Trust equipment and liaise with the Home Manager regarding the remedial action necessary following the reporting of any defect, damage or loss.
- Ensure all health and safety requirements are met and all accidents and incidents reported to the Home Manager and reported in accordance with the Trust Incident Policy
- To keep up to date with relevant research and developments in practice, attending relevant study days / courses as identified through the appraisal process or as part of mandatory training.
- To take responsibility for own professional development and act as an effective role model.
- To participate in appraisal system and maintain own portfolio.
- To be aware of own professional accountability and act at all times within the NMC Code.
- To be fully aware of all agreed emergency procedures and be prepared to take a

Role Profile for Head Nurse

lead role in any acute clinical or non clinical emergency, in the absence of the Home Manager or until specialist assistance arrives.

Number of Direct Report	To have responsibility for the management and allocation of duties to care and support employees in the Home during the course of shift
Financial Responsibility	This role holds no financial responsibility
Knowledge, skills & Abilities	<p>RGN / RMN and currently registered with NMC</p> <p>Post Registration experience</p> <p>Evidence of Continuing Professional Development</p> <p>Educated to Diploma / Degree level (or working towards this)</p> <p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>Good time management skills</p> <p>Good report writing and keyboard skills</p> <p>Experience of change management</p> <p>Knowledge of motivation skills.</p> <p>Ability to use initiative and lead a team.</p> <p>Problem solving ability</p> <p>Able to effectively manage personal and work related pressures.</p> <p>Able to work outside the normal established work pattern, when required at short notice</p>

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Person Specification

ESSENTIAL	DESIRABLE
<p><u>Qualifications</u> RGN / RMN and currently registered with NMC Educated to Diploma / Degree level or working towards this Accredited relevant higher education nursing course / module ENB 998 Teaching and Assessing or equivalent</p>	<p>Evidence of continuing professional development Level 4 Diploma in Health and Social Care</p>
<p><u>Experience & Knowledge</u> Three years post registration experience of leading a 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 Teaching experience</p>	<p>Understanding of principles of budgetary management Current health and social policy issues pertaining to care</p>
<p><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</p>	<p>Basic spread sheets Understanding of critical appraisal and change management techniques Ability to challenge the status quo</p>
<p><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</p>	
<p><u>Other</u> Evidence of adherence to NMC code of Conduct by undertaking continuing personal and professional development Flexible to the needs of the service</p>	<p>Interest in research</p>