



JOB DESCRIPTION

Position Held:

RGN

Introduction

Jasmine Healthcare is a privately owned group, which currently operates five care homes for the elderly, with significant expansion plans for the future.

Whilst we aim to be a profitable company and provide shareholder returns, our mission is:

*"By prioritising **our people**, our mission is to provide the **highest standards of care** in our own homes and to improve elderly care in the United Kingdom"*

Job Purpose

To work with the Home Manager, Clinical Lead and other trained nurses in to assess, plan, implement and evaluate quality nursing care to ensure the highest standards of care are delivered to our residents at all times. This should ensure positive outcomes for our residents including, inter alia: no pressure sores, no unavoidable weight loss (or gain), safe administration of medication, and all falls are minimised.

To ensure that all nursing care is properly documented, including care plans and daily charts

By doing the above, you will in turn make a positive contribution to Jasmine achieving all its primary objectives:

1. For all our homes to have a Jasmine Compliance Score of over 80% at all times
2. For all our homes to have a team retention rate of over 70% per year
3. For over 60% of all our team to have a Diploma in Care Qualification
4. For all our homes to be rated Good or Outstanding by CQC and all other Regulatory bodies
5. For all homes to have a www.carehome.co.uk Rating of over 9 out of 10
6. For all our homes to be over 95% occupied, so that as many residents as possible can enjoy our high standards of care

To achieve the specific objectives of the job role below.

Objectives of the Job Role

1. To complete three new Care Plans during the year and evaluate at least [four] Care Plans a month
2. To ensure that Daily Charts are completed to a high standard on all shifts that they work
3. To complete the daily medication rounds and document consistently without errors or any issues being picked up on the medication audits

Person Specification

Jasmine Values

Job role holder must exemplify the company's values, which are:

1. Passionate about providing the Highest Standards of Care
2. Committed to Training
3. To want to be One Big Team
4. To Communicate Openly, Honestly & Effectively
5. To Have & Reward a Strong Work Ethic
6. To provide a Positive Working Environment
7. To provide a Homely place for our Residents to live
8. To Embrace Change
9. A belief that everyone is an Ambassador for Jasmine
10. To act with Integrity by always doing what we say we will
11. To Care for the Environment

Competencies

- ✿ Leadership skills / Team player
- ✿ Ability to work under pressure
- ✿ Good time management
- ✿ Excellent interpersonal skills
- ✿ Flexibility with working hours
- ✿ Willingness to progress career
- ✿ Good written and oral communication skills

Experience and professional qualifications required

Essential:

- ✿ Relevant Professional qualification (e.g. Registered Nurse)
- ✿ Awareness of the principles of Person Centred Care Planning
- ✿ IT literate

Preferred:

- ✿ Knowledge of Health and Social Care Act 2012 and the Essential Standards of Quality and Safety
- ✿ Experience of supervising staff

Key Tasks and Accountabilities

Management

- ✿ Assist with the management and supervision of the care staff team, completing all action plans and ensuring care plans are updated and evaluated regularly
- ✿ Be responsible for the day to day running of the care home in the absence of the manager
- ✿ Complete, with assistance from outside agencies, friends and relatives, a care plan for each individual client

- ✿ Maintain all appropriate documentation on a daily basis
- ✿ Supervise the implementation of the care plan within the care home's policies and procedures
- ✿ Ensure the manager is kept regularly updated on all occurrences within the care home

Management of Staff

- ✿ Managing and maintaining the required level of staffing
- ✿ Be involved with the induction of all new staff
- ✿ Ensure all staff are competent and confident to perform procedures
- ✿ Ensuring that staff members are aware of the extent, and the limits, of their responsibilities
- ✿ Motivating, developing and managing the training of staff within the context of their capabilities
- ✿ Manage and motivate members of staff to increase their contribution to the overall ethos and maintain and develop the skill mix within the care home
- ✿ In the case of sickness and absence ensure sufficient staff are on duty

Relationship Management & Marketing

- ✿ Establish, develop and maintain relationships with internal and external agencies including owners, service users, relatives, staff, General Practitioners as well as Social Services, District Nurses and other relevant government or local authority departments
- ✿ Maintain registration with the Care Quality Commission
- ✿ Promote the care home in the community and increase goodwill
- ✿ Maximise occupancy of the home
- ✿ Actively promote the care home in the community
- ✿ Be aware of the requirements of the Commission for Social Care Inspection and adhere to them at all times

Resident Care

- ✿ Ensure that the individuality of each service user is maintained by developing an awareness of, and, accommodating as far as is possible, his/her needs and requirements
- ✿ Managing the personal care provided for service users
- ✿ Managing Tissue Viability in the Home and ensure all relevant documentation is recorded and is up to date at all times
- ✿ Ensuring that all care plans are produced, evaluated and updated by competent staff
- ✿ Promoting the overall well-being of service users by ensuring they have access to all outside agencies (e.g. dentist)
- ✿ Maintaining contact with families and friends of service user
- ✿ Ensure that the medical, physical and personal care of service users is in accordance with the highest possible standards relevant to legislation and industry guidelines
- ✿ Report any incidents of abuse, bad practice, complaints etc. to the manager immediately
- ✿ Be aware of the care home's philosophy and contribute ideas
- ✿ Discuss with relatives and clients any problems or concerns, and report findings to Manager
- ✿ Ensure all care plans, risk assessments, moving and handling information is updated regularly

Standards Policies and Procedures

- ✿ Ensure maintenance of registration with the NMC by complying with all codes of professional conduct
- ✿ Maintaining an awareness of professional and clinical knowledge
- ✿ Managing the documentation, implementation and management of all necessary systems to ensure the overall care of service users and particularly the safe handling of medicines

- ✿ Ensure compliance with any relevant Health and Safety requirements, including the policies, procedures and practices in case of fire
- ✿ Safeguarding service user confidentiality at all times by ensuring that no information is divulged without the consent of the individual to whom it relates
- ✿ Ensuring records are maintained in accordance with the requirements of the Data Protection Act
- ✿ Specifying and implementing procedures and practices to deal with complaints, ensuring that any such complaints are reported to the Director within 24 hours. All complaints are responded to within 28 days and, wherever possible, a satisfactory conclusion is achieved
- ✿ Update professional knowledge and clinical skills, maintain registration with NMC, and work within the guidelines of the Code of Professional Conduct
- ✿ Attend fire lectures on a regular basis, and be aware of all fire policies and procedures
- ✿ Be aware of all appropriate Health and Safety policies and procedures
- ✿ Report and accurately record any accidents in the care home, and be involved in identifying and implementing any preventative measures
- ✿ Assist with the compilation of nursing procedures and policies, and ensure that they are adhered to
- ✿ Ensure appropriate uniform, and minimal jewellery is worn at all times
- ✿ Adhere to the staff rota except by prior arrangement with the manager, always be punctual in reporting for duty Ensure all care plans, risk assessments, moving and handling information is updated regularly
- ✿ Be aware of, and strictly adhere to, the drug administration policy
- ✿ Ensure drug trolley, and drugs fridge is kept clean and tidy

Reporting

- ✿ Ensuring that the Head Office team is kept fully informed of all developments within the care home
- ✿ Maintaining the flow of information both up and down the management structure, ensuring that staff members are kept fully informed of developments within the company

Job Holder's Signature

Line Manager's Signature.....

Dated.....