



JOB DESCRIPTION

Position Held:	RGN
Care Home:	St Andrews
Reporting to:	The Manager

Introduction

Jasmine Healthcare is a privately owned group, which currently operates six 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 across our industry”*

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 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
- ✿ Ability to work under pressure
- ✿ Good time management
- ✿ Excellent people skills
- ✿ A caring and nurturing attitude
- ✿ Positive and enthusiastic outlook
- ✿ Flexibility with working hours
- ✿ Good written and oral communication skills

Skills, experience and professional qualifications essential

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

Skills, experience and professional qualifications preferred

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

Key Responsibilities

Caring for our Residents

- ✿ To lead the shift, supporting other staff members and ensuring the highest standards of care are achieved at all times
- ✿ Assist with the management and supervision of the care staff team, completing all action plans and ensuring care plans are updated and evaluated regularly
- ✿ To be involved in the planning of residents' care and to give input during shift handovers
- ✿ Promote good practice in all aspects of care, and challenge poor practise from other team members.
- ✿ Managing Tissue Viability in the Home and ensure all relevant documentation is recorded and is up to date at all times
- ✿ Ensure that the medical, physical and personal care of residents is in accordance with the highest possible standards relevant to legislation and industry guidelines

Training

- ✿ To keep all mandatory training up to date and complete additional training as required.
- ✿ To attend face to face training sessions as needed
- ✿ Maintaining an awareness of professional and clinical knowledge
- ✿ Ensure the Home Manager is kept fully informed of the job holder's concerns, ambitions and development requirements

Team Work

- ✿ Be involved with the induction of all new staff
- ✿ To investigate complaints and concerns as directed by the Home Manager

Communication

- ✿ Complete, with assistance from outside agencies, friends and relatives, a care plan for each resident
- ✿ Update care plans, daily charts and other paperwork as directed.
- ✿ Supervise the implementation of the care plan within the care home's policies and procedures
- ✿ Maintain all appropriate documentation on a daily basis
- ✿ Ensure the Home Manager and Deputy Manager are kept fully informed of all major developments (i.e. staff issues, occupancy, complaints, inspections) at all times

Work Ethic

- ✿ Ensure maintenance of registration with the NMC by complying with all codes of professional conduct
- ✿ To work flexibly to meet the needs of the residents.
- ✿ To ensure that you are aware of the staff rota and are punctual for shifts.

Providing a Homely Environment for our Residents

- ✿ Ensure drug trolley, and drugs fridge is kept clean and tidy
- ✿ To report any issues to the Maintenance Person.

Positive Work Environment



- ✿ To be aware of Jasmine Healthcare's philosophy and to contribute ideas to improve the standard of care provided.
- ✿ To maintain a positive and professional outlook whilst at work, and whilst representing Jasmine Healthcare in the community.

Embrace Change

- ✿ To engage with the Deputy Manager, Clinical Lead and Home Manager during appraisals and supervision sessions.
- ✿ To contribute to staff meetings.

Ambassadorship

- ✿ Discuss with relatives and residents any problems or concerns, and feedback any problems to the Home Manager
- ✿ To maintain a professional attitude when dealing with relatives, outside agencies and other visitors to the home.
- ✿ To conduct show rounds and take enquiries from prospective residents and their relatives.
- ✿ To wear uniform at all times which is clean and presentable.

Integrity

- ✿ Be aware of, and strictly adhere to, the drug administration policy
- ✿ To report any safeguarding concerns or concerns about practise to either the Manager or Jasmine's Compliance Support Manager.
- ✿ Ensure you are aware of the home's policies and procedures.

Environmental Impact

- ✿ To report any leaks or issues to the Maintenance Person.
- ✿ To be aware of the location of all fuse boards, boilers, water stop taps and regulators for heating.

Additional Responsibilities

The above is not an exhaustive list and in line with Jasmine Value 8 may be subject to reasonable change.

Job Holder's Signature

Line Manager's Signature.....

Dated.....