

**JOB DESCRIPTION****POST:** REGISTERED NURSE**RESPONSIBLE TO:** Matron Manager**Job Purpose:** To ensure the highest standards of care & service are delivered to our residents, whilst maintaining independence & choice in a homely environment. Promote excellent customer service at all times. Actively ensure the highest standard of care by supervising and participating in the teaching of HCAs, students & other allocated staff, as required.

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**Main Responsibilities:**

- Ensure the needs of each resident are assessed and that they receive the highest standard of care and service appropriate to those identified needs.
- Ensure each resident has an up to date and agreed care plan which details the interventions necessary; evaluating and reviewing the care plans in line with policy.
- Participate fully in the overall care of the residents, enabling quality of life through effective direct and delegated care and service.
- Take responsibility for the home in the absence of the Matron Manager and or Deputy Matron Head of Care.
- Act professionally at all times, working within the NMC professional code of conduct, the Care Standards Act 2000 and the Care Home Regulations 2001.
- Evidence ongoing self development. Attend all statutory training sessions, and other training sessions both clinical and professional development sessions to comply with professional requirements, making certain that personal practice remains evidence based.
- Take accountability for the medication rounds making sure that medication is administered strictly in line with Colten Care's policies and procedures adhering to the NMC Code of Professional Practice and the NMC Guidelines for the Administration of Medications.
- Keep accurate records according to the Colten Care's procedures, e.g. drug administration, accidents and incidents, and care planning.
- Attend meetings and contribute to the overall operational effectiveness of the Company.
- Liaise with doctors, health visitors, social workers, local hospitals and other community workers, and arrange visits as necessary

## Staff Management

- Ensure the residents receive the highest standard of care by providing effective day to day supervision, communication and management of care staff, visiting agency staff or any staff member from the multi-disciplinary team
- Assist the Deputy Matron/Head of Care in the appraisal of care staff, identifying their training needs and promoting their personal and professional development.
- Additional responsibility may be allocated in a specific clinical area of the home, e.g. ordering and checking medication, infection control, tissue viability or continence management, this will be the decision of the Matron Manager and or Deputy Matron.
- Be responsible for the health and safety of self, other staff, residents and visitors under the Health and Safety regulations. Report any hazards, potential hazards or defects to the person in charge or take other appropriate action.
- Adhere to all Colten Care's policies & procedures.
- Adhere to the protection of vulnerable adults and whistle blowing procedures and when they should be implemented.

## Extra duties

- Undertake any other duties or training consistent with the role
- This is not an exhaustive list and may be reviewed at any time to reflect current or changing practices.

**PERSON SPECIFICATION  
Registered Nurse**



<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b>		
Working in a similar environment /with the elderly		✓
Leading a team of junior staff		✓
<b>Knowledge/Qualifications:</b>		
Current registration with NMC	✓	
Care of the Elderly course		✓
NVQ Assessor (D32 D33 or A1)		✓
Mentor/Facilitator of Learning course		✓
<b>Essential skills:</b>		
Effective communicator	✓	
Demonstrable evidence of leadership qualities		✓
Planning & organising skills	✓	
Ability to prioritise	✓	
Demonstrable evidence of written records	✓	
<b>Essential qualities:</b>		
Flexible approach to working		✓
Supportive of staff	✓	
Reliable & Trustworthy	✓	
Understanding of confidentiality	✓	
Professional	✓	