

## Job Description

# Registered Nurse

**Reports to: Registered Manager**

**Work Pattern: Shift work including evenings, weekends and nights**

### About us

Friends of the Elderly is a charity dedicated to supporting older people. We aspire to a society where all older people are treated with respect and have the opportunity to live fulfilled lives.

Our care homes provide high quality residential, nursing and dementia care. We also support older people in their own home with a range of services, along with day care services, befriending and small grants. We believe no older person should be lonely and should have opportunities to engage with their community.

### 1. Main purpose of the job

- You'll coordinate high quality care in our Home.
- You'll provide a high standard of individualised care to our residents.
- You'll collaborate with doctors and other team members.
- You'll offer physical and psychological support to residents, friends and families.
- You'll supervise, train and guide our care team.
- You'll take responsibility for our service if the Manager and Deputy/Clinical Lead are absent.

### 2. Working partnerships

- **Internal:** Home Manager, Deputy Manager/Clinical Lead, RN team, care staff, housekeeping, catering, maintenance and Central Office staff.
- **External:** All external services in the community.

### 3. Key objectives

- You'll follow statutory and professional requirements to achieve high standards in nursing care and service delivery You'll administer medication in line with our policies.

#### 4. Responsibilities include:

##### **Boundaries of financial responsibility**

- You'll work within a budget

#### 5. Related tasks:

##### **Professional**

- You'll make sure that our NMC registration is maintained.
- You'll act in accordance with the Nursing and Midwifery Council, Code of Professional Conduct, Care Quality Commission and our own policies and procedures.
- You'll take personal responsibility for developing your clinical skills so that you can offer a high standard of individualised nursing care.
- You'll commit to develop your professional and technical knowledge.
- You'll document and communicate actions, irregularities and continuing needs.

#### 6. Core responsibilities:

- You'll coordinate the delivery of individualised care for our residents.
- You'll make sure that our care promotes independence, preserves dignity and value residents as individuals.
- You'll help to assess the needs of prospective residents.
- You'll supervise and support all team members.
- You'll create and review residents' care plans, with their consent.
- You'll create a compassionate environment by providing emotional, psychological and spiritual support to patients, friends and families.
- You'll help deal with residents' issues and needs. You'll make sure that grievances or complaints are dealt with in the right way.
- You'll follow our policies and procedures to make sure that we're always offering high quality care. You'll measure health outcomes against resident care goals.
- You'll follow our procedures for safely ordering, storing and dispensing medications.
- You'll follow the Safeguarding Vulnerable Adults Policies and Procedures.
- You'll keep our Home safe and clean. You'll follow infection-control procedures.
- You'll help residents to eat their meals and supervise them during meal times.
- You'll make sure equipment is maintained and report any repairs needed.
- You'll keep nursing supplies in stock and place orders when needed.
- You'll communicate effectively with our health care team. You'll also liaise with other professionals to make sure we're offering excellent service.
- You'll involve residents in decisions about their care and gain consent where needed.
- You'll act as an advocate for our residents and their families.



- You'll make sure that equipment is always clean and safe.
- You'll report any issues.
- You'll make sure that our service users' property is always safe and secure.

### **9. Policies & procedures**

- To be familiar with and comply with the charity's policies and procedures.

### **10. Supervision & appraisal**

- To attend regular supervisions with your line manager and participate in the annual appraisal scheme.

### **11. Learning & development**

- To undertake statutory and mandatory training to meet the requirements of current legislation and attend appropriate training courses to enhance personal and professional knowledge and skills.

### **12. Confidentiality**

- Privacy is very important to us, so you'll respect the confidentiality of our service users, your team and the charity, plus members of the public. You'll make sure that all confidential documents are stored correctly and securely.

### **13. Safeguarding**

- Our service users are everything to us, so you'll make sure that they're protected from abuse and neglect. You'll follow our Safeguarding Procedure and, if you see or suspect abuse, report it straight away.

### **14. Equal opportunities statement**

- We are committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

*Please note that the duties and requirements in this job description may change as the needs of our services users change. They may also change to align with future policies.*