

ANDREW COHEN HOUSE

JOB DESCRIPTION

Position: Registered Nurse

Direct Line Report: Clinical Lead

Main Responsibilities:

1. The post holder will ensure that in all areas they adhere to the Policies and Procedures of Andrew Cohen House.
2. Support the Clinical leads and the Home manger in implementing the required care standards and organizational change(s).
3. Ensure each Lady & Gent living in the home has an up-to-date and agreed care plan which details the interventions necessary; evaluating and reviewing the care plans in line with policy.
4. Participate fully in the overall care of the Ladies & Gents living in the home. Ensure the Ladies & Gents receive the highest standard of care by providing effective day-to-day supervision, delegation, communication and management of care staff.
5. To liaise with GP's and other outside professionals.
6. To supervise the provision of food and drink to Ladies & Gents.
7. To order, store and administer medications according to the policy of the Home, NMC and CQC requirements.
8. To ensure all staff in the clinical area are familiar with and act in accordance with the Homes Policies and Procedures.
9. To ensure person-centred care and the Ladies & Gents' dignity and privacy are always maintained.
10. Information relating to Ladies & Gents, employees and business of the Home must be treated in the strictest confidence.
11. To be responsible for the health & safety of self, other staff, Service users and visitors to the Home.
12. Report any hazard to the person in charge and record in the maintenance file.
13. Ensure competency and safe maintenance of all medical devices within your sphere of responsibility by reporting and following up any broken / unsafe equipment or structures to the Manager if necessary.
14. To ensure the nursing offices and work stations are kept tidy and records are stored appropriately.
15. Take responsibility for the Home in the absence of management.
16. Always Promote a professional image and to be accountable for own practice.
17. Carry out supervisions and appraisal of the care team
18. Ensure that the required audits are carried out timely and records are maintained appropriately

19. To assist in the induction of new staff to the Home and attend meetings as required.
20. Assist with the Quality Assurance Programme.
21. Undertake any other duties or training consistent with the role.
22. Additional responsibility may be allocated in a specific clinical area of the Home. This will be the decision of the Management.

Equal Opportunities:

The Home is committed to Equal Opportunities for all and will ensure that no employee, service users and clients receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, and disability, ethnic or national origin.

This is not an exhaustive list and may be reviewed at any time to reflect current or changing practices.

Name: _____

Signature: _____

Date: _____