

## JOB DESCRIPTION

### 1. JOB DETAILS

*Please complete all details below apart from the job reference and note that the job holder(s) should not be named on this form. It is intended that job descriptions will be anonymous for banding purposes. The HR Team will devise a confidential system to link job holders with their job descriptions and accordingly will complete the job reference.*

Job Title: **Registered Nurse**

Immediate Senior Officer/Line Manager: Deputy / House / Home Manager

Departments: *Erskine Bishopton / Edinburgh Home*

Division: Care

Job Reference: CD0006

### 2. JOB PURPOSE

Registered Nurse activities will support and co-ordinate the development and review of Relationship-Centred Care Plans with individuals in a defined resident group facilitating that these Plans of support are carried out effectively and ensuring personal, physical, emotional, social and spiritual needs are met. To be responsible for the assessment of care needs, both clinical and personal, and the development, implementation and evaluation of programmes of care for a defined resident group. To promote a standard of care /support in accordance with Erskine's Philosophy of Care. To be responsible for liaising with other departments, community services and other external agencies. To assume responsibility for the Deputy / House / Home in the absence of the Deputy / House / Home Manager.

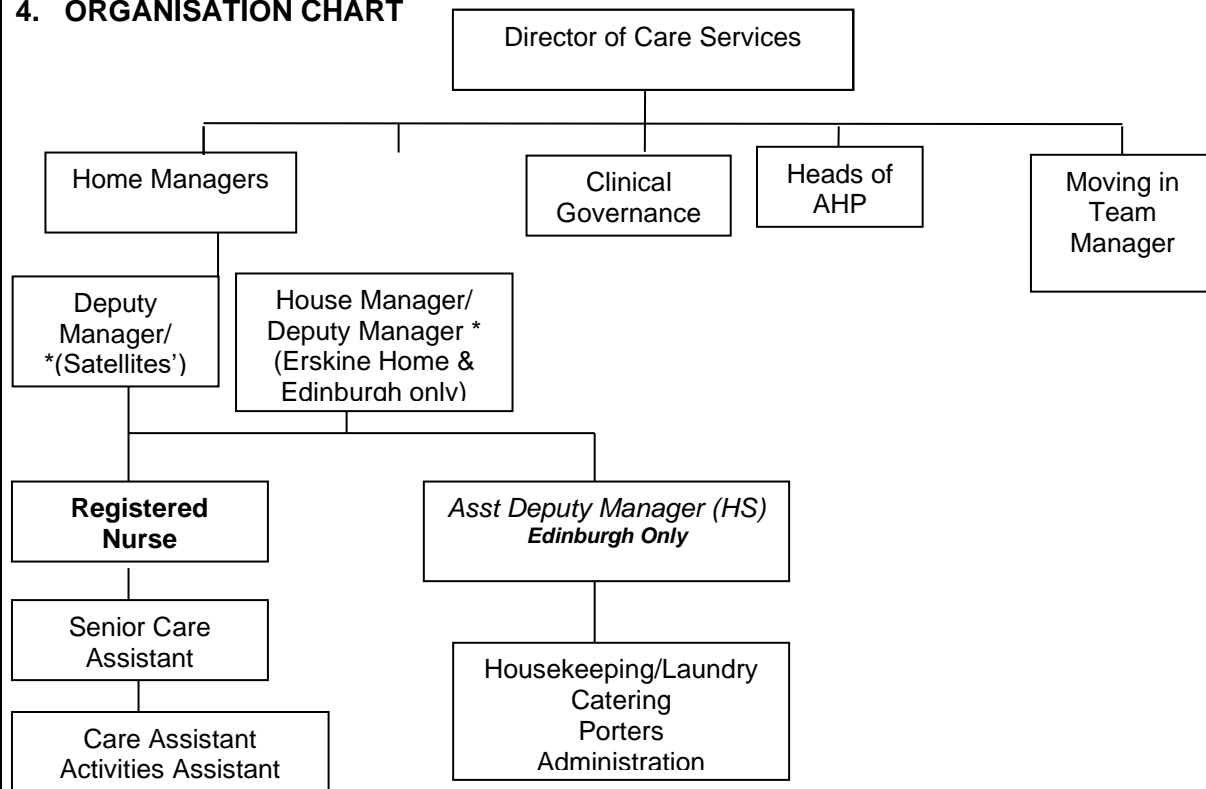
### 3. DIMENSIONS

Registered Nurse activities will cover all aspects of care within their House / Home including deployment and supervision of staff and the teaching of students, when required. The Registered Nurse will be required to meet the operational needs of the service in line with Erskine's Philosophy of care and within Policies and Procedures.

The Registered Nurse has management responsibility for Senior Care Assistants and Care Assistant in the absence of the Deputy / House Manager.

**Budget** – The Registered Nurse holds no responsibility for the budget for the area. The Registered Nurse has to demonstrate cost effectiveness in the management of all resources.

#### 4. ORGANISATION CHART



#### 5. ROLE OF THE DEPARTMENT

Care is an integral division of Erskine which delivers direct relationship-centred care to our residents.

\* **Erskine Care Home** is divided into 6 Houses:

- Haig House which is a 30-bedded Dementia unit with a respite care provision
- Ramsay House which is a 30-bedded Dementia unit with a respite care provision.
- Red Cross House which is a 30-bedded unit providing nursing, respite and dementia care
- McKellar House which is a 30-bedded unit providing nursing, respite and dementia care
- Yarrow House which is a 30-bedded Dementia unit with respite care provision
- Pearson House which is a 30-bedded unit providing nursing, respite and dementia care

**Erskine Edinburgh Care Home** consists of 2 buildings; 40 beds and 36 beds:

- First Building – 36 beds:
  - Linburn House - 12-bedded Dementia unit
  - Trenchard House - 12-bedded unit delivering nursing care
  - Mair House - 12-bedded unit delivering nursing care
- Second Building – 40 beds:
  - West Wing - 20-bedded unit delivering nursing care
  - South Wing – 20-bedded unit delivering nursing and dementia care.

Personnel Recovery Centre (PRC) is a 12-bedded unit which support armed forces personnel for rehabilitation. Erskine supports the PRC by providing support services, food and domestic services, on a daily basis.

The main activities are as follows:

- To promote a standard of care and support in accordance with Erskine's Philosophy of Care
- Manage the day to day management of the Home in the absence of the Deputy / Home Manager
- Encourage and develop multi-disciplinary working to achieve a Relationship-centred, holistic approach which delivers care sensitively and individually to Residents, relatives and visitors.

The Home is supported by our multi-disciplinary teams and recreation services to ensure that the high standard of care is maintained throughout our residents stay.

Examples of the main activities are as follows:

- Providing GP visits, physiotherapy, podiatrist and speech and language therapy to our residents

- Providing recreational facilities to our residents
- Providing a support and advice function to residents and staff relating to the appropriateness of treatment or recreational service.

Development programmes are aimed to:

- Support the introduction of new legislation in line with Care Commission, Social Work Department, NMC and SSSC
- Improve the efficiency and quality of the current operational processes through the introduction of systems and processes when appropriate

Achievement of these aims will fundamentally enhance the method of working of Erskine Care Staff with the delivery of clinical and personal care to our residents' is the prime focus of this role.

## 6. KEY RESULT AREAS

- To lead the team on designated shifts in the absence of Manager and Deputy.
- To be responsible for the standards of care and treatments delivered to a defined resident group.
- To ensure that all practices comply with Erskine's policies and procedures.
- To lead, manage and supervise the work of their team to provide support to residents which enables them to enjoy a valued life.
- To work in a way that enhances the dignity, self esteem and respect of residents, visitors and colleagues.
- To provide direct support to individuals to ensure their comfort, safety and enjoyment.
- To act as preceptor to student nurses, as required.
- To act as mentor to graduates, as required.
- To support SVQ candidates.
- Participate in and conduct supervision sessions for staff members within the team
- To conduct Performance Reviews for team members.
- Ensure that all relevant records are correctly maintained and be aware of the legal requirements re records keeping.
- Liaise with resident re Personal Care Plan.
- Liaise with GP reporting changes in residents' physical/mental health.
- Give and receive handover reports on residents.
- When in charge ensure that all members of staff are informed of progress and care of residents and any changes that have occurred.
- Liaise with relatives regarding residents care and progress.
- To be responsible for planning and managing team meetings and reporting back to Home Manager.
- To enable staff to identify personal and team development training needs in conjunction with the Deputy Manager.
- Act as Response Nurse as required.
- To comply with professional NMC Code of Conduct and other standards applicable to provision of care.
- To be responsible for own professional development and continued registration.
- To comply with Erskine's Health & Safety policies.
- To promote a safe and secure environment for residents and staff alike.
- To investigate incidents/complaints and report to Home Manager.

## **7. ASSIGNMENT AND REVIEW OF WORK and DECISIONS AND JUDGEMENTS**

The work of a Registered Nurse is determined by the objectives set by the Care Directorate in line with Erskine's Business Plan. Formal review will take place bi-annually, and through supervision sessions; however, more regular updates will take place to ensure that progress is made against the business plan.

There will be ownership of the management and delivery of the day to day operational aspects in line with set objectives, working closely with the Home Manager and multi disciplinary team. Registered Nurses can operate and make decisions, regarding the day to day operational functions in the absence of the deputy manager or manager. All Registered Nurses will develop a good working relationship with staff, residents and relatives to ensure fairness and consistency throughout the Home.

Individual objectives and ongoing responsibilities will be prioritised by the post holder using their initiative and experience.

### **Decisions and Judgements**

The post holder provides clinical advice to others within their area of work based on best practice and on all matters relating to delivery and management of Relationship-centred care. For e.g. clinical and personal advice to residents and relatives and advice to multidisciplinary teams members.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

### *Internal*

- Verbal and written communication and reports on a daily basis in accordance with NMC Guidelines, Confidentiality and Data Protection.
- Regular contact with peers and manager's to report the progress of initiatives and activities seeking clarification on matters as required.
- Contact with residents, relatives and staff on a daily basis and stakeholders as required. Information can often be highly sensitive for e.g. condition related information to residents / relatives and therefore there is a need for sensitivity.
- Supporting management of change and implementation to residents, relatives, friends and staff to ensure consistency throughout the organisation.
- Contact with peers in other Erskine Home for support or sharing of resources.

### *External*

Health Boards, Care Commission, Social Work Department, Stakeholders, GP's, Dentists, Opticians, NMC, SSSC, Further Education facilities. Any communication with external agencies will be conducted in a professional manner.

## **9. MOST CHALLENGING PARTS OF THE JOB**

In the ever changing role of Registered Nurse the post holder has a considerable challenge in developing and introducing new ways of working. This must be undertaken in a sensitive manner, whilst continuing to ensure that challenging timetable requirements are met. To continue to maintain and develop the role the Registered Nurse must ensure that there is consistency throughout the Home.

To support the Home / Deputy Manager in developing and applying communication methods to ensure that staff affected by change is kept fully appraised of developments.

## **10. SYSTEMS**

The post holder will use a variety of systems as detailed below:

- General office tools that include e-mail.
- General use of the internet and intranet for research and education.

- Maintenance of departmental personal information in the absence of the Home / Deputy Manager e.g. annual leave, sickness absence, performance management

Familiarisation with the functionality of any new systems delivered as part of the role may be necessary in the future.

## **11. PHYSICAL, MENTAL, EMOTIONAL EFFORT**

### ***Physical Effort***

Physical effort will include the moving and handling of residents and equipment such as stand aids, hoists and wheelchairs, on a regular basis. Dexterity and accuracy is required for injections, syringes pumps, inserting catheters, venepuncture etc. There will be a requirement for some word processing, and e-mails etc as detailed in the section above. There may also be a requirement to travel to other sites to attend a variety of meetings, audit visits etc.

### ***Mental Effort***

Concentration / mental attention is required at all times e.g. communication with governing/professional bodies, leading meetings, influencing staff, senior managers and practitioners, public speaking, analysing problems and proposing solutions particularly in relation to legislative/regulatory changes often working under pressure and balancing multiple demands.

### ***Emotional Effort***

The post holder will be required to deal with conflicting situations such as challenging behaviour, staffing issues due sickness, communications with Governing /Professional bodies in relation to legislative changes where consideration must be given to cost, acceptability, and ease of implementation, staff redevelopment and any associated risks attached. The post holder will also regularly deal with challenging problems that require sustained resilience and energy. For e.g. informing a relative of a death of a resident or an unexpected Care Commission inspection.

As a Registered Nurse the post holder will be responsible for people management, including reviewing staff performance, negotiating improvement, setting standards, undertaking investigations as requested by line manager action and conveying potentially unwelcome news.

## **12. ENVIRONMENTAL/WORKING CONDITIONS & MACHINERY AND EQUIPMENT**

### ***Environmental & Working Conditions***

The post holder will be based within a care environment overseeing the delivery of clinical and personal care. The Registered Nurse is expected to be 'hands on'. There will be a requirement to visit other areas and sites to attend meetings or training. The post holder can also work remotely when required. There will also be a requirement to be flexible in the working patterns required to fulfil the tasks and duties within the scope of this post.

### ***Machinery & Equipment***

The post holder will use a telephone on a regular basis as well as other usual office based tools including PC, fax machines, photocopiers, printers and projectors. The post holder will also utilise a variety of moving and handling equipment and medical trolleys and equipment.

## **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

First Level Registered Nurse qualification with prior experience in a similar role within a Care of the Older Adult environment.

Working towards Degree may be an advantage.

Experienced Registered Nurse with expertise in clinical and personal care, planning, implementation and management of staff.

Excellent interpersonal skills, with the ability to motivate and influence key staff and managers and maintain effective working relationships with them.

In-depth knowledge of the workings of Care of the Older Adult Services (or other similar complex organisations) is essential, understanding and recognition of the complexities of such organisations and the indirect impact change has on other areas of the organisation.

**14. JOB DESCRIPTION AGREEMENT**

*A separate job description will need to be signed off by each jobholder to whom the job description applies.*

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

*HR Department will check job description format and content and then send the job description for evaluation*

HR Representative's Signature:

Date: