



## JOB DESCRIPTION

<b>Job Title:</b>	Registered Nurse
<b>Minimum qualification:</b>	Registered Nurse Part 1,3,5,12,13
<b>Responsible to:</b>	Home Manager
<b>Responsible for:</b>	Care Assistants

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**Philosophy of Care:** We aim to provide a safe and homely environment where the unique needs of each individual are recognised and skilled staff are available. To ensure that they can meet the needs of each individual, we offer training and development for all our staff and to ensure that service standards are achieved, we maintain a comprehensive quality assurance programme.

**Job summary:** To professionally lead the care team during any allotted span of duty, ensuring that an effective, efficient care service is maintained which meets the needs of the residents and purchasers.  
The post holder will have an understanding of the statutory and Local Authority registration guidelines in relation to working practice.

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### Outline of duties:

- To ensure that the care, welfare and safety of all residents in the nursing home is of the highest possible standard.
  - To promote and maintain good interpersonal relationships between staff/residents and staff/relatives.
  - To be responsible for the admission of any new resident to the home including assessment/evaluation, and establishment of a good mutual relationship completing all relevant documentation – identify and introduce named nurse/key worker.
  - To implement individualised nursing care plans for each resident ensuring effective review and evaluation adhering to the nursing process.
  - To be responsible for the administration, recording and safe storage of all prescribed medication in line with Company procedures and Local Authority guidelines.
  - To ensure that all nursing procedures/policies are carried out in accordance with NMC Guidelines and Company Policy.
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# Westerleigh Nursing Home

- To liaise with visiting members of the medical and associated professions who may visit the nursing home and record outcome of the same, and ensure that prescribed or recommended treatment is carried out.
- To disseminate relevant information as appropriate whilst maintaining the principles of resident/client confidentiality.
- To contribute in the development of the home's Philosophy and to promote the (principle objectives at all times) Residents Charter of Rights.
- To ensure the safety and comfort of all the residents whilst encouraging a happy, homely atmosphere.
- To be responsible for the care and protection of residents/clients property.
- Understand and maintain confidentiality at all times.
- Observe requirements of the Mental Health Act 1983.
- To ensure that the welfare, morale and safety of all nursing personnel in the nursing home is of the highest standard.
- To monitor the performance of staff within their sphere of responsibility and report to the Home Manager or his/her Assistant.
- To seek advice from the Home Manager if in any doubt about policy/procedure to be followed on any untoward occurrence in the nursing home.
- To promote positive working relationships between all groups involved with the welfare of residents. To work in a collaborative and co-operative manner, recognising and respecting each individuals contribution to the Home.
- To participate in meetings as appropriate.
- To ensure that the Company's image is projected at all times by the professional appearance/manner of all members of the nursing home team.
- To support and participate in the training and development of nursing care staff in the home.
- To ensure that personal PREP requirements are maintained and that a valid NMC PIN is held.
- To ensure that new staff receive a full induction and continued support.
- To recognise personal professional accountability by pursuing appropriate training and support to ensure competency.

# Westerleigh Nursing Home

- To assist in the creation of a learning environment.
  - To ensure compliance with all statutory requirements in record keeping, documentation, health and safety and security as detailed in the Company's policies.
  - To undertake any specific duties as delegated by the Home Manager on an ad hoc basis.
  - To actively demonstrate commitment to the development of the nursing home through professional and personal contribution.
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A Job Description is not rigid, but acts as a guide to the functions of the postholder.