

The College of St Barnabas

Job Description

This job description is intended to be a guide to the key areas of accountability and responsibility within your role. It does not represent a finite list of work you will be expected to carry out, which may vary from time to time dependent upon the needs of the College.

Job Title: Registered Nurse (RGN Qualified)

Accountable to: The Registered Manager
The Senior Nurse

Purpose of the Role

The Registered Nurse is responsible for the provision, management and development of nursing care and services to Residents in the Nursing Wing and of domiciliary care and services to Residents in the Cloisters of the College of St. Barnabas.

Key Result Areas

1. Staff training, mandatory, personal and professional development and to advance the promotion of National Vocational Qualifications.
2. Ensuring that all nursing practices are safe and conform to the most recently published Code of Conduct for Nurses, as laid down by the Nursing & Midwifery Council.
3. Assessing, in association with the Registered Manager and the Medical Officer, prospective Residents' suitability for acceptance, including reference to General Practitioners, Social Workers, Relatives, and other appropriate agencies.
4. Preparing of individual nursing and personal care plans.

The Key Result Areas above may be developed with specific short, medium or longer-term objectives and will be monitored by the Council.

Key Areas of Accountability

1. Ordering, safekeeping and administration of drugs and medicines.
2. Co-operating with the College Medical Officer in caring for Residents and short-term guests.
3. Advising on the purchase of medical equipment and aids, ensuring that the equipment and aids are maintained in a safe and serviceable condition.
4. Maintaining all special registers as required by CQC.
5. Ensuring that standards of hygiene and cleanliness are met within the Nursing Wing.
6. Enabling the Resident to live as active and full a life as possible.

Personnel. The Registered Nurse has specific personnel responsibility:

1. Manage the Care Assistants in order to provide a safe caring service to Patients and Residents.
2. Maximise use of staff on duty.
3. Assign daily tasks as appropriate.
4. To provide supervision, support and advice to Carers and colleagues.
5. To teach and assess staff within capabilities.
6. Participate in staff meetings.

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Residents. The Registered Nurse has specific responsibility to the Residents:

1. Maintain clinical competency.
2. Advise on health matters as required.
3. Manage prescriptions when necessary.
4. Ensure standards of hygiene and cleanliness are maintained.
5. Liaise with relatives and visitors.
6. Ensure relatives are informed of any changes to treatment or condition.
7. Maintain confidentiality at all times.
8. Enable the Resident to live as active and full life as possible.
9. Assess risk factors and document and implement interventions accordingly.

Finance. The Registered Nurse has specific financial responsibility:

1. Practice in an efficient cost-effective manner.
2. Economical use of medical supplies and equipment.

General

1. **Confidentiality** – all information relating to the College, its staff, residents and business is to be kept in the strictest confidence both during and after employment and cannot be disclosed without the express permission of the Council.
2. **Personal Development**- you have a responsibility to ensure you keep up to date with legislation and best practice relevant to your areas of expertise and for identifying areas for development and training that you feel you need, in order to fulfil your role and the objectives set.
3. **Ambassador role** – all employees are ambassadors of the College and are expected to behave in a way that promotes its values and ethos.
4. **Health and Safety** – all employees have a statutory responsibility to ensure that neither themselves nor others are put at risk by their actions or failure to act. All employees are required to know and understand their specific responsibilities in respect of Health and Safety.