greensleeves care
You're among friends

JOB DESCRIPTION – NURSE

Responsible to: Registered Manager or Deputy Manager

Purpose of position: To support the Manager and Management Team in all aspects of the Home's management

To help train, and lead by example, new and inexperienced staff members in all aspects of their work in the home.

To provide sleep-in/on-call cover where necessary.

Values: To promote and adhere to the Greensleeves Care -Workplace values of respect, openness and responsibility.

Principal Responsibilities:

- Help to ensure that all care, domestic and kitchen staff contribute to the best of their ability to the efficient running of the Home and the creation of the right atmosphere.
- Administer medication as required.
- Help to control the issue of drugs for which the Home has taken responsibility, to maintain the necessary records and to ensure the accuracy and reliability of the systems for administering medication.
- Take responsibility for all nursing duties for specified residents according to the delegated instructions of the Registered Manager/ Senior Nurse on duty.
- Assist residents with their personal care needs.
- Answer call bells, emergency bells, the door and the telephone: greet visitors.
- Ensure the healthcare needs of the residents are met by liaising with GP's, Chiropodists etc.
- Assist in the care of residents who are unwell or dying.

- Promote mental and physical activities for residents through the key worker system: by talking to them, taking them out and sharing with them in activities such as reading, writing, hobbies and recreations.
- Help with the completion of Plans of Care for residents, new residents and help with resident reviews.
- Help to ensure that the preparation, cooking and serving of food meet the required standards.
- Help to ensure that rooms and common spaces are properly cleaned, maintained and adequately heated.
- Lead, facilitate and participate in staff meetings, staff training, supervision, appraisal and development activities
- Carry out supervision and induction of designated staff as required.
- Support the Manager in his/her duties as the responsible officer for the Home under the Health & Safety Act and the Fire Regulations.
- To assist Registered Manager to ensure that all records required to be kept in the home by the Health and Social Care Act 2008 and any subsequent relevant legislation are maintained accurately, and are up to date. To have these available for inspection by the Inspection Officer or anyone appointed by Greensleeves Care to see them.
- Be aware of the security of the residents and building, locking external doors and windows at a time specified by the Registered Manager.
- Ensure that all required training is undertaken in order to maintain personal PIN number.
- Adhere to policies and procedures within the Home and Greensleeves Care.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed_____

Line Managers Signature _____ Date Signed _____