



The Hospital of God at Greatham

RMN & RGN Nurse (Nights) – Job Description

Job Title:	Registered Nurse
Responsible to:	Registered Manager
Responsible for:	Gretton Court staff – whilst on duty
Location:	Gretton Court The Hospital of God at Greatham, Greatham, Hartlepool, TS24 8QZ

Main Tasks:

- 1 To assist the Manager in the day to day operation of the nursing service for people with dementia in Gretton Court. Within this, to work to ensure the civil rights, dignity, choices and as far as possible the independence of residents.
- 2 To take on the role of the Registered Nurse and carry out the role in accordance with the requirements of the Health and Social Care Act, CQC NMC and the other associated regulations
- 3 To work as part of Gretton Court staff team.
- 4 To cover the home in the absence of the Manager ensuring consultation with Care Services Manager

Key Result Areas:

- 1 **Service Delivery and Registration**
 - i. To maintain a system of care planning and review which meets the physical, social, emotional and spiritual needs of each resident and to ensure that this system is supported by an effective recording system.
 - ii. To ensure that care practices accord with Hospital of God policies including the policies and rules contained within the employee handbook

and to take appropriate in reporting any issues to the Manager if they do not.

- iii. To be aware of all pre admission assessments carried out by the Manager, ensuring the needs of prospective resident can be met.
- iv. To be involved in the system for the protection of vulnerable adults.
- v. To maintain effective working relationships with officers of the local authority and health professionals who may visit the home from time to time.
- vi. To receive complaints and concerns in accordance with the Hospital of God complaints policy.
- vii. To be involved and ensure that there is a catering service that meets the dietary needs of residents and produces meals that are varied, nutritious and as far as possible accord with the choices of residents.
- viii. To promote social activities within Gretton Court that are in accordance with residents' wishes and support residents to take part.
- ix. To support the Manager in ensuring residents and visitors meetings take place in order that residents can discuss and influence the way in which their service is delivered.
- x. To be involved with the Manager ensuring the provision of appropriate health care arrangements for each resident in terms of medical care, dental care, chiropody and ophthalmic care.
- xi. To administer residents medication in accordance with the Hospital of God medication policies and procedures. Also ensuring that the policy for the storage and administration of medication is adhered to.
- xii. To receive and co-operate with proprietor visits.
- xiii. To promote community links for residents.
- xiv. To receive supervision from the Registered Manager
- v. To take part in clinical supervision with colleagues
- vi. To undertake a Champion role in the home e.g Infection Control, Dementia, Nutrition, End of life, Clinical Supervision.

2 Resource and Financial Management

- i. To adhere to the effective system of accurate recording of any financial transactions.
- ii. To adhere to the effective system for the accurate and timely completion of timesheets.
- iii. To maintain efficient administrative systems for the operation of Gretton Court in accordance with Hospital of God policies and requirements and the requirements associated with any statutory obligations that the charity is required to meet.
- v. To ensure that Gretton Court premises are kept clean, odour free, suitably heated and any defects are reported to the Manager.
- vi. To ensure all health and safety policies and procedures within the Hospital as required by legislation and in accordance with Hospital of God policies.
- viii. To take part in all staff meetings.

3 Personnel

- i. To achieve and maintain an effective, motivated and appropriately trained staff group.
- ii. To organise an efficient and effective staff rota system and to ensure that this is reviewed with the Manager in the light of the needs of residents.
- iii. To adhere to the effective system of staff supervision.
- iv. To ensure that personnel matters are dealt with in accordance with the provisions of the employee handbook.
- vi. To support the Manager in reducing staff sickness to the minimum possible level by means of the support and monitoring.

4 Corporate Responsibilities

- i. To undertake over time to cover the rota in the event of an emergency.
- ii. To receive management supervision from the Manager.
- iii. To ensure positive professional relations with staff, trustees, contractors and external agencies.
- vi. To work within the Hospital of God equal opportunities policy.
- vii. To promote and maintain the good name of The Hospital of God in the locality.
- viii. To support the Manager with full compliance to HBC Quality Standards Framework.

- ix. To work towards maintaining the Gold Standards Framework and achieving the Quality Hallmark Award.

5 Personal Development and Training

- i. To undertake training to ensure professional development and awareness of current regulatory requirements in relation to the areas of work within this job description.
- ii. To ensure revalidation is completed in light of the changes to the law
- iii. To provide the organisation with your PIN no annually or when requested to do so

Note: This job description is not intended to establish a total definition of the job, but an outline of duties.

Terms and Conditions

Salary: £15.57 per hour

Pension: The Hospital of God accords with auto-enrolment pension requirements.

Annual leave: 5.6 weeks (pro rata), 6.2 weeks per year after 2 years and 6.6 weeks per year after 5 years. In all cases including statutory holidays.

Normal working hours: Night shifts (worked in accordance with the needs of the service).

Probationary period: 3 months.

