



## **The Hospital of God at Greatham**

### **Nurse in Charge – Job Description**

#### **Dementia Care and Support Services**

Job Title:	Nurse in Charge – Days & Nights
Location:	Gretton Court
Report to:	Care Manager
Responsible to:	Care Manager
Minimum Qualifications:	RMN/RGN

#### **GENERAL**

The Nurse-in-Charge is a senior nurse who is responsible for the nursing care of all residents for that duty.

The Nurse-in-Charge is responsible to the Care Manager for all staffing matters during that shift.

#### **DUTIES**

1. To ensure that individualised care is given to all residents by the staff on duty.
2. To ensure that all care and nursing procedures are carried out in accordance with the Procedures Manual and good nursing practice.
3. To ensure that all treatments are carried out as prescribed and in line with good nursing practice. To administer medicines and controlled drugs to residents in accordance with prescriptions and set procedures.
4. To ensure that the individual resident's dignity is maintained at all times. To ensure that residents are respectably and comfortably dressed and that they are appropriately groomed - i.e. hair brushed, shaved, lipstick and other make-up applied where appropriate, etc. To ensure their clothing, chair or bed, table and surrounding floor is clean after meals.
5. To receive new residents and introduce them to other staff and residents.

6. To plan the day-to-day care of residents and to supervise the work of other grades of care staff, reporting to the Care Manager any shortfall in acceptable standards of care.
7. To check and ensure that accurate documentation of matters pertaining to resident care.
8. To write, give and receive reports, including resident's care plans.
9. To ensure that accurate information regarding residents' conditions is given at handover to the next Nurse-in-Charge.
10. To ensure that good communications are maintained with residents and relatives.

### **DUTIES (Administrative)**

1. To move, withdraw and report defective equipment and notify the Care Manager of the action taken.
2. To ensure that residents' property is safeguarded and that records are updated as necessary.
3. To report accidents to staff, residents and visitors to the Care Manager and record (or check the record) on the Incident Report Form and in the Accident Record Book.
4. To assist with the induction of new staff.
5. To assist with in-service training activities.
6. To order Residents' supplies of medicines as prescribed.
7. To ensure that there is an Registered Nurse on the premises **AT ALL TIMES**, remaining on duty if necessary until cover can be arranged.
8. At the end of a shift, to give an accurate report to the next shift and hand over keys (to the next RMN only) on duty.
9. To participate in the assessment of new residents.
10. To perform any other administrative duties required by the Care Manager.

## **Terms and Conditions**

Salary:	£14.18 (day nurse) £15.57 (night nurse)
Pension:	The Hospital of God accords with Auto Enrolment pension requirements.
Annual leave:	5.6 weeks pro rata, inclusive of bank/public holidays, in the complete holiday year, which runs from 1st January to 31st December. Your annual holiday entitlement increases to 6.2 weeks after 2 complete years of service. A further increase to 6.6 weeks will be granted after 5 complete years of service.
Car allowance:	Paid in accordance with Hospital of God policy.
Probationary period:	3 months.