



Job Description – Nursing Associate

Job Title:	Nursing Associate
Responsible to:	Registered Manager
Responsible for:	Gretton Court staff
Location:	Gretton Court, , The Hospital of God at Greatham, Heather Grove, Hartlepool, TS24 8QZ

General

Gretton Court is a nursing home for 37 people who have varying degrees of physical and mental frailty, including dementia related illnesses. The Nursing Associate is a non-clinical senior member of staff and is part of the caring team and as such works with all other staff to care for the residents in the home.

Main Tasks:

- 1 To assist the Manager and Nurse in Charge in the day to day operation of the nursing care service to residents who have a diagnoses of dementia and other long term conditions at Gretton Court nursing home. 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 Nursing Associate and carry out the role in accordance with the requirements of the Health and Social Care Act 2008 and the other associated regulations.
- 3 To work as part of Gretton Court Management Team.
- 4 To work with the Senior Management Team of The Hospital of God.

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 action in reporting any issues to the manager or nurse in charge if they do not.

- iii. To be involved and aware of all pre-admission assessments carried out by the manager, ensuring that the needs of prospective residents can be met. Also provide support with hospital discharge assessments, at the request of the manager or nurse in charge.
- 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, abilities and support residents to take part.
- ix. To support the manager in ensuring residents' and relatives meetings take place in order that residents can discuss and influence the way in which their service is delivered. And in the manager's absence carry out these meetings.
- 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 and work very closely with the nursing team.
- xi. To administer residents medication in accordance with the Hospital of God medication policies and procedures. Also ensure that the policy for the storage and administration of medication is adhered to.
- xii. To receive and co-operate with proprietor visits and work with the manager to address any concerns.
- xiii. To promote community links for residents.

2 Resource and Financial Management

- i. To adhere to financial systems of The Hospital of God.
- ii. To adhere to the effective system in recording any finances in accordance with policies and procedures.
- iii. To adhere to the effective system for the accurate and timely completion of timesheets and, in the absence of the manager, to ensure all staff in the home submit their timesheets correctly and in a timely manner.

- iv. 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 the Gretton Court premises are kept clean, odour free, suitably heated and any defects are reported to the Manager or Nurse in Charge.
- vi. To ensure all health and safety policies and procedures within the Hospital of God as required by legislation are adhered to in accordance with Hospital of God policies.
- viii. To take part in staff meetings including senior staff meetings and, in the absence of the manager, chair these meetings from time to time.

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 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.
- vii. To have champion responsibilities within your area of expertise, such as, dementia, infection control, activities/occupation.
- viii. To undertake specific line management responsibility to assist the manager in the operation of the home. These will include for example, supervising the catering staff or domestic staff.

4 Corporate responsibilities

- i. To undertake overtime to cover the rota in the event of an emergency.
- ii. To receive management supervision from the Manager or Nurse in Charge.
- 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 deputise for the manager at corporate meetings such as Management Team and Health and Safety meeting.
- ix. To work with the manager in addressing any concerns that may be raised during an internal quality audit by the Care Services Manager.

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.

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

Terms and Conditions

- Salary: £10.92 per hour
- Pension: The Hospital of God accords with auto-enrolment pension requirement
- Annual leave: 5.6weeks per year, increasing to 6.2 weeks per year after 2 years and 6.6weeks per year after 5 years. In all cases including statutory holidays.
- Normal working hours: 38.5 hours per week pro rata (over a seven day rota) plus overtime. Time worked in overtime will be paid at plain time.
- Probationary period: 3 months

2 week Rota

Week 1	7.00am-7pm	7.00am-7pm	RD	RD	RD	7.00am-7pm	7.00am-7pm	44
Week 2	RD	RD	7.00am-7pm	7.00am-7pm	7.00am-7pm	RD	RD	33

Average contracted hours x 2 **38.5**