

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Senior Nurse |
| HBC Grade: | **HBC8** |
| Service: | **Nursing / Nursing EMI Care Homes – Independent Living Services** |
| Division: | **Adult Social Care** |

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| **Main Purpose of the Role** |
| **Ensure that the level of clinical care provided within the Care Home adheres to the professional standards, statutory, regulatory and legal requirements and provide specialist nursing support and advice**  **Oversee and maintain the care of residents within the Care Home taking responsibility for leading the team and day-to-day running of the home, reporting to the Registered Manager** |

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| **Key Duties** | |
| **1** | **Lead on the development and maintenance of clinical care and standards within the home** |
| **2** | **Hold clinical responsibility for the clinical care of residents working with the Registered Manager, colleagues and the whole care team to achieve the highest standards of care** |
| **3** | **Manage, supervise and coach registered nurses and ensure they undertake the same for care staff** |
| **4** | **Ensure all residents have an individualised care plan and associated risks assessments, that these are clinically appropriate, accurately maintained and reviewed at regular intervals and when residents needs change. Undertake regular case file audits to ensure standards are maintained** |
| **5** | **Establish and maintain excellent working relationships with the wider health and social care team ensuring that changes in the health of residents is communicated with the relevant General Practitioner and appropriate treatment and care actions are undertaken** |
| **6** | **Ensure systems and processes are in place and utilised for the identification and reporting of incidents, accidents, care and safeguarding concerns. Undertake relevant investigations to ascertain the root causes and implement actions to resolve such occurrences and ensure the whole care team benefit from any learning** |
| **7** | **Establish and maintain good communication between residents, relatives and the care team** |
| **8** | **Ensure residents, their relatives and the care team are actively involved in how the care home is run and maintained through regular engagement and consultation** |
| **9** | **Ensure robust systems are in place for the ordering, storage, administration and disposal of medication in line with local policy, legislation and best practice guidance** |
| **10** | **Undertake all such duties to ensure the care home is well run and achieves the highest standards of care and support** |
| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **EDUCATION / QUALIFICATIONS** | **Essential** | **Desirable** | **How Identified** |
| **Registered Nurse (sub Part 1 or 2)**  **Diploma in Nursing or related subject**  **Management / Supervisory Qualification** | **Degree in Nursing or related subject** | All essential qualification certificates must be presented at interview. |

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| **Essential Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | **Clinical leadership of a care home / clinical environment** | Application / Interview /Assessment |
| **Management and supervision of registered nurses and care staff** | Application / Interview /Assessment |
| **Establishing and maintaining clinical care standards** | Application / Interview /Assessment |
| **Provision and leadership of clinical care and support of older people** | Application / Interview /Assessment |
| **KNOWLEDGE** | **Legislation, best practice guidance and regulatory standards for nursing** | Application / Interview /Assessment |
| **Legislation, best practice guidance and regulatory standards for care homes** | Application / Interview /Assessment |
| **Person centred, strengths based approach to treatment, care and support planning** | Application / Interview /Assessment |
| **Management and supervision of staff to achieve the highest standards of care** | Application / Interview /Assessment |
| **SKILLS & ABILITIES** | **Clinical competence in a wide range of treatment and care interventions relevant to the older people** | Application / Interview /Assessment |
| **Dealing with complex situations involving a range of people and information** | Application / Interview /Assessment |
| **Managing conflict to achieve desirable outcomes** | Application / Interview /Assessment |
| **Communicating sensitive, complex and difficult information to residents, relatives and staff** | Application / Interview /Assessment |
| **Managing self and others during potentially stressful and demanding periods** | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **Desirable Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | **Working within a professional multi-disciplinary environment** | Interview |
| **Managing a budget for a service area** | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **KNOWLEDGE** | **Physiology of ageing and associated health conditions** | Application / Interview /Assessment |
| **Clinical assessment of signs and symptoms of the deteriorating older person** | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **Other Requirements** |  | Application / Interview /Assessment |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.