

## **JOB DESCRIPTION – CHARGE NURSE**

**JOB TITLE:** Charge Nurse / Sister

**REPORTING TO:** Home Manager

**JOB PURPOSE:** To oversee / maintain the care of all Clients within a designated area of the Care Home and, in the absence of the Home Manager and Deputy Home Manager, take responsibility for the day to day running of the Care Home. To delegate tasks and monitor all junior Staff activity.

### **SKILLS, KNOWLEDGE & QUALIFICATIONS**

#### **Required:**

- \* 1st Level Nurse
- \* Clinical Expertise in Professional area of qualification
- \* Ability to communicate effectively at all levels
- \* Team player
- \* Genuine interest in working with the relevant Client group
- \* Satisfactory Enhanced CRB Disclosure, Police Check and check against the POVA List (where applicable)

#### **Desired:**

- \* Care for the Elderly experience / qualification
- \* Previous management / supervisory experience

### **MAIN RESPONSIBILITIES**

#### **Care:**

1. Organise Staff Members' workload by forward planning off duty, ensuring that there is sufficient cover, and deal with Staff problems where appropriate.
2. Take responsibility for Client care, as designated by the Home Manager in his / her absence and the absence of the Deputy Home Manager.
3. Report any ill-health amongst Clients and make requests for GP / Professional visits where necessary.
4. Assess, plan, implement and evaluate individualised care, seeking medical or other interventions as required.
5. Participate in the evaluation and review of policies and procedures as and when required.
6. Ensure collection of any specimens that have to be sent to the surgery / hospital.
7. Carry out all nursing procedures efficiently and effectively.
8. Administer prescribed medicines and maintain the appropriate records in line with the Company's policies and procedures, and NMC guidelines.
9. Practice maximum integrity in all dealings with Clients' personal and financial affairs, and avoid abuse of the privileged relationship that exists with Clients.
10. Maintain accurate records and ensure that each Client within the Care Home has an individualised Care Plan. Client Care Plans to be reviewed on a bi-annual basis, or more frequently as and when required, in line with the Company's policies and procedures, and NMC guidelines.

#### **Communication:**

11. Obtain & provide a comprehensive report from the Person in Charge and advise Home Manager of any incident / accident and status of any Clients whose care / health is causing concern.
12. Supervise visits and liaise with GPs in order to establish a good relationship between GPs / Health Care Professionals and the Care Home.
13. Inform the kitchen of any special dietary needs. Supervise the serving of meals, ensuring that the special dietary needs of individual Clients are being met.
14. Establish and maintain good communication with Clients, Relatives and the multidisciplinary team.
15. Ensure a clear and concise handover report is given to all relevant Staff Members at the end of each shift.
16. Participate in Staff and Client meetings as required.

#### **Budgetary / Financial Control:**

17. Be aware of the need to manage and maintain budgets agreed by the Home Manager and Head Office.

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18. Ensure that all commodities used in and around the Care Home are sensibly conserved by all Staff Members e.g. monitor the usage of incontinence aids, wipes, dressings, electricity etc.

### **Human Resources (HR):**

19. Interview for new Staff Members with Line Management as and when required, in line with the Company's Recruitment policy.

20. Participate in Staff Induction & Training programmes as and when required.

### **Marketing:**

21. Actively market the Care Home and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.

22. Ensure the Care Home is attractively presented, and odour free, at all times, in line with the Company's attention to detail philosophy.

23. Ensure a viewing room is suitably presented and available at all times (unless Care Home is fully occupied).

24. Deal with potential Clients as requested.

### **Training & Development:**

25. Supervise and instruct junior and new Staff Members in all aspects of their work in the Care Home, giving help and guidance where appropriate.

26. Maintain and improve professional knowledge and competence. Keep professionally updated in all areas of clinical expertise.

27. Attend mandatory training days/courses, on or off site, as and when required.

### **Health & Safety:**

28. Report immediately to the Home Manager, or the Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.

29. Understand, and ensure the implementation of, the Care Home's Health and Safety policy, and Emergency and Fire procedures.

30. Report to the Home Manager, or the Handy Person, any faulty appliances, damaged furniture, equipment or any potential hazard.

31. Promote safe working practice within the Care Home.

### **General:**

32. Adhere to all appropriate NMC guidelines / regulations, and provide written evidence of such adherence upon request from Line Management.

33. Ensure that all existing stocks are maintained in a safe, tidy environment. Order new supplies as and when required.

34. Maintain all logbooks and records as required by both the Registering Authority and the Directors of the Company.

35. Be 'on-call' for emergencies, which may arise within the Care Home, on a rotational basis.

36. Ensure that all information of a confidential nature, gained in the course of work is not divulged to third parties.

37. Assist in the arrangements for fund raising.

38. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.

39. Ensure the security of the Care Home is maintained at all times.

40. Adhere to all Company policies and procedures within the defined timescales.

41. Ensure all equipment is clean and well maintained.

42. Carry out any other tasks that may be reasonably assigned to you.

## **JOB DESCRIPTION – CHARGE NURSE**

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Flightcare Limited reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing. Please note that you share with Flightcare Limited the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

**Signature:** .....

**Name:** ..... **Date:** .....