



JOB DESCRIPTION

JOB TITLE - Lead Nurse
RESPONSIBLE TO - Unit Manager
ACCOUNTABLE TO - General Manager

AIMS OF POSITION

- To be responsible for providing leadership in all aspects of clinical care according to the codes of the NMC and to provide care within the Philosophy of the Company.
- To lead a designated group of staff and act as a role model at all times, ensuring high standards of practice are maintained.

SUMMARY OF RESPONSIBILITIES

1 PROFESSIONAL

- 1.1 To take the lead and provide support to other team members in the assessing, planning, implementation and evaluation of individual care plans including other relevant agencies as appropriate.
- 1.2 To co ordinate the ongoing monitoring, support and assessment of residents' physical and physiological needs with other registered Nurses and Care team members
- 1.3 To be aware of the effects of prescribed medication, advising residents and liaising and/or informing other health professionals as necessary or required.
- 1.4 To maintain safe custody, accurate administration and recording of drugs at all times according to Company Policy and NMC Guidelines
- 1.5 To be aware of and have regard for the advice from the NMC and other statutory bodies in relation to professional matters.
- 1.6 To have particular responsibility for developing Key Worker roles and facilitate training for their team.
- 1.7 To provide health education through promotion of independence, personal & social skills and social and leisure activities for all residents.
- 1.8 To relate to relatives and carers with empathy giving information, support and advice.
- 1.9 To maintain concise records and provide reports as necessary.
- 1.10 To attend mandatory training courses and to participate / conduct relevant research at the direction of the Home Manager ensuring NMC clinical governance criteria is met.
- 1.11 To ensure all incidents, accidents and occurrences are reported and acted upon in a timely manner and according to Company Policy



2 MANAGERIAL

- 2.1 To empower your team by delegating appropriately, supporting and encouraging individuals in their performance. Involve the team in reviews and problem solving to achieve individual and team goals.
- 2.2 To have responsibility for the induction, professional support and development of the new team members.
- 2.3 To directly support and line manage junior staff within your team, ensuring professional lines of accountability and priorities are met and that all policies and procedures are strictly adhered to.
- 2.4 To ensure the necessary administration and information systems are in place to provide flexible and quality services within the department's allocated budget. To review systems in place in liaison with both junior staff and senior management.
- 2.5 To support Managers in evaluating the quality of services in the Home.
- 2.6 To act in a supporting role of the Clinical Manager in her absence
- 2.7 To ensure the 24hour care needs of the residents are met by maintaining the day to day staffing levels and to assist the Manager in monitoring attendance levels
- 2.8 To assist the managers in the recruitment and selection of suitable staff.

3 HUMAN RESOURCES

- 3.1 To undertake such other duties as may be mutually determined from time to time
- 3.2 To identify training needs within your team by means of the appraisal system and monitoring performance of individual team members
- 3.3 To be aware of the requirements of the Health & Safety at Work Act 1974, having particular regard for the following practices:
 - a) Fire prevention
 - b) Prevention of back injuries
 - c) COSHH
 - d) Food Handling
 - e) PoVA
 - f) First Aid

4 FINANCIAL

- 4.1 Ensure the company's Financial Standing Instructions are adhered to

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.