

Hollybank Trust Job Description

<i>Job Title</i>	Nurse (Willow Court)
<i>Reporting To</i>	Registered Nurse Manager
<i>Overall Aim:</i>	To provide day to day management and operational control of the service alongside and during the absence of the Registered Nurse Manager. To provide holistic support to our adults following the Trust's intrinsic principles and behaviours. To ensure the highest quality of nursing care, support, and community experience to assist our adults who have a range of complex disabilities to maintain a degree of independence and improved quality of life.

Key Role Responsibilities:

Operations Management

To manage the day to day service provision of the Senior Team in order to ensure the effective deployment of staff. To provide a 'hands-on' approach in assessing the competence and ability of the Senior Team.

To adhere to the Trust's financial arrangements, policies and procedures.

Resource Management

To work with the Senior Team to identify, assess and manage resource requirements to ensure that adequate levels of stock and equipment are available as required.

People Management & Personal Development

To continually seek development opportunities in order to improve personal performance.

Maintain PIN number (NMC registration) and professional knowledge through CPD activities.

To provide day to day line-management of a team of Senior Support Workers.

To carry out and record regular supervision meetings with all direct reports in line with Trust and industry regulations.

To assess and verify competence of Senior Support Workers in all key responsibilities.

To provide inductions, coaching & mentoring & learning and development opportunities for all support staff.

To fully participate in all team meetings, personal supervisions and reviews.

To provide co-mentoring and preceptorship as required

Responsibility for Patient / Client Care

To assess, develop, implement and review plans of care using specialist nursing skills to meet the needs of the adults. To promote person centred care with dignity and compassionate support

To use clinical reasoning to provide specialist assessment.

To instigate and maintain accurate nursing records, ensuring referrals, treatments and reviews are carried out where appropriate.

To reflect on practice with peer group and managers.

To contribute to audits and quality assessments.

Adult Review Meetings

To attend annual review meetings in line with current legislation and best practice and liaise with the keyworker to co-ordinate their attendance at the review meetings.

Development of autonomy

To work closely with all support worker groups to establish and maintain relationships with adults which will complement and contribute to their care programmes and create a pleasant, happy and safe living environment.

Communication

To effectively communicate across different mediums: verbal, written and electronic.

To ensure handover is completed with the next shift to ensure effective communication channels and working practices are maintained.

To communicate and offer choice and independence to the adult throughout all aspects of care whilst fully adhering to the Mental Capacity Act. Use appropriate interactions for both verbal and non-verbal communicating adults, enabling adults to utilise their maximum abilities to make personal choices.

Ensure effective communication with all parts of the multi-disciplinary team through discussion, meetings and reports to ensure continuity and quality of care.

Nutritional Needs

To support adults to meet dietary requirements by utilising the appropriate feeding method, monitoring and encouraging food and fluid intake, giving the individual choice, independence and monitoring and communicating any concerns.

To prepare food for the adults following basic hygiene guidelines, ensuring adults are involved and given as much independence and choice as possible.

Personal Care

To assist adults with all areas of personal hygiene, including continence management, bathing and dressing whilst following the Care Plan at all times. Ensuring that the highest levels of comfort, privacy and dignity are maintained for the individual.

To maintain a code of cleanliness and sanitation as outlined by the Trust infection control procedures

Behaviour Management

To manage behaviour whilst adhering to the care plans set out for individuals in line with current behaviour plans.
To ensure behaviour management plans are reviewed and updated regularly.

Medication

To coordinate and administer medication and gastro feeds in line with Trust Policies and Procedures.

Health Care Requirements

To be competent in and coordinate tracheostomy care, jejunostomy and gastrostomy care, ventilator care, suction (including deep catheter suction), epilepsy management and measurement of vital signs.

Moving and Handling

To demonstrate and implement correct lifting and handling techniques in order to ensure the safety and comfort of adults, whilst ensuring that Trust guidelines are adhered to and correct equipment is used where appropriate.

Postural Management

To follow physiotherapy postural guidelines in order to prevent deterioration and to maintain each individual's physical condition.

Environment and Property

To ensure that the physical environment is safe and tidy, so that adults are comfortable and their property is secure in their own homes. Includes ensuring that all bedrooms and communal areas are clean and tidy and any maintenance issues are reported accordingly.

Social, Leisure and Community experience

To accompany and support adults to access social activities and leisure activities in order to improve social interaction skills and develop links with the community and to ensure individuals get the utmost enjoyment and development from the experience.

Documentation

To accurately document all necessary tasks on the required documentation (Kardex, Care Plans, MAR Sheets) in a timely manner, including further communications with other members of the team where necessary on essential aspects.

To ensure that Care Plans are produced and updated as necessary. To monitor changes within the Care Plans to ensure the adults receive the optimum level of care required to meet their needs.

To record all incidents electronically in an accurate and timely manner and follow up assigned incidents as per required timescales.

Safeguarding

To adhere to and follow the Trust's Safeguarding procedures in order to protect the safety and privacy of all service users.

Confidentiality

In line with the Data Protection Act you will see the use and safe sharing of information as part of their responsibility. You will ensure you work in line with our data protection and information governance policies and procedures protecting and respecting the privacy of our children, young people and adults.

Flexibility

To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

*Competency Behaviours & Attitude***Personal Effectiveness**

To deliver high-quality services that make a real difference to the service users you work with, and take personal responsibility for the health, safety and wellbeing of others.

Working Together

To work in a collaborative way, developing and maintaining positive relationships and treating people with empathy and respect.

Positive Attitude

To support and encourage positive changes and new ideas by working with our service users to meet their needs and by embracing new ways of working to enhance what we do.

Developing Self and Others

To be effective at developing yourself and others and communicate well.

General Attitude

To act as a professional and positive ambassador for Hollybank Trust in order to support the Trust's mission and profile.

Hollybank Trust is committed to developing the skills of its people, in line with its Investor in People status. If you have any query about your own personal development, please speak to your line manager.

HR Office use only

Regulated Activity	Yes <input type="checkbox"/> No <input type="checkbox"/> Notes
Last updated	

Person Specification

<i>Requirements</i>	<i>Essential or Desirable</i>	<i>How Assessed</i>
<p><i>Qualifications/Education/Training:</i></p> <p>Registered Nurse (One of the below)</p> <ul style="list-style-type: none"> • RN1: Adult nurse, level 1 • RNA: Adult nurse, level 1 • RN5: Learning disabilities nurse, level 1 • RNLD: Learning disabilities nurse, level 1 • RN8: Children's nurse, level 1 • RNC: Children's nurse, level 1 <p>Or equivalent</p> <p>Evidence of professional qualification -current Nursing and Midwifery Council PIN number and additional relevant experience gained by attendance on courses.</p> <p>A willingness to undertake further training which is relevant to the role</p> <p>Good level of literacy & numeracy</p> <p>Good working knowledge of IT programmes and Trust systems.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form / Interviews / References</p>
<p><i>Experience:</i></p> <p>Previous experience working in a care environment</p> <p>Caring for service users with a range of disabilities and complex needs</p> <p>Previous experience working with non-verbal communicators</p> <p>An understanding of the importance of recording and documenting information and following set procedures.</p> <p><i>Other:</i></p> <p>An ability to work shifts on a rota basis including weekends</p> <p>A full clean driving licence and willingness to drive Trust vehicles</p> <p>Ability to swim</p> <p>A current First Aid Certificate</p> <p>A recurrent Basic Food Hygiene Certificate</p> <p>A high level of practical acumen and common sense</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Application Form / Interviews / References</p>

<p><i>Work Attributes</i></p> <p>An interest in working with adults with disabilities</p> <p>A positive attitude towards adults with disabilities</p> <p>Excellent verbal and written communication skills including a fluent grasp of the English language</p> <p>An understanding of moving and handling procedures</p> <p>An understanding of personal care procedures</p> <p>An understanding of how to assist carefully at meal times</p> <p>An understanding of the importance of recording and documenting information</p> <p>Ability to understand and follow instructions, procedures & policies</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview / Reference</p>
<p><i>Personal Attributes:</i></p> <p>Strong work ethic</p> <p>Reliable and committed at all times</p> <p>Fully committed to the work of Hollybank Trust</p> <p>Able to work under pressure</p> <p>Ability to handle loss and bereavement</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview/References</p>

The Trustees reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of Hollybank Trust are successfully achieved.