

JOB DESCRIPTION

Job Title and Code: **Clinical Lead/Nurse**

Reporting to: Home Manager

MAIN PURPOSE

To oversee / maintain the care of Clients within the Care Centre in the absence of the Home Manager or Deputy.

To take responsibility for the day-to-day running of the Care Centre, and ensure that all Company policies and procedures, and all legal requirements, are adhered to within the defined timescales.

REQUIRED

- Good communication and organisational skills
- Genuine interest in working with the relevant client group
- Satisfactory police check
- Team Player
- 1st Level Nurse (Nursing Care Centre) or NVQ Level 3 in Care of the Elderly (Residential Care Centre)

DESIRED

- Previous experience of working with the relevant client group
- Team player
- Ability to work on own initiative
- Previous extensive Supervisory/Management experience
- Care for the Elderly experience / qualification

CORE ASPECTS

- Ensure all Staff Members contribute to the best of their ability to the efficient running of the Care Centre, and to the creation of an atmosphere conducive to the best interests of Clients.
- In a Nursing Care setting, interact with Clients to ensure that their health care needs are being met and resolve any problems where appropriate. In a Residential Care setting, liaise with the District Nurse regarding Clients' health care needs.

- Report any ill-health amongst Clients and make requests for GP / Professional visits where necessary.
- Ensure meals are of sufficient quantity and good quality, and that Client's dietary needs are met.
- Undertake general nursing work & personal care as appropriate.
- Administer prescribed medicines and maintain the necessary records as per Company guidelines.
- Support and assist the Home Manager in auditing Care Plan documentation, to ensure best practice.
- Practice maximum integrity in all dealings with Clients' personal and financial affairs, and avoid abuse of the privileged relationship that exists with Clients.
- As requested by, and/or in the absence of, the Home Manager maintain effective communications with Clients, Relatives, Staff Members, Operations Manager, Divisional Office and any other concerned bodies.
- Obtain a report from the Person in Charge, and advise the Home Manager, regarding any incident / accident, and the status of any Clients whose care / health is causing concern.
- Supervise visits and liaise with GPs in order to establish a good relationship between GPs / Health Care Professionals and the Care Centre.
- Ensure a clear and concise handover report is given to all Staff Members.
- Arrange / participate in Staff and Client meetings as and when required.
- Manage, monitor and maintain budgets agreed by the Home Manager and Divisional Office. Where necessary, in the absence of the Home Manager, take corrective action in conjunction with the Operations Manager.
- Ensure that all commodities used in and around the Care Centre are sensibly conserved by all Staff Members.
- Adhere to, and implement, all HR policies & procedures.
- In the absence of the Home Manager, in conjunction with the Operations Manager, endeavour to fill any Staff vacancy by advertising in the job centre or by contacting the HR Department. Interview for new Staff Members with the Home Manager as and when required, in line with the Company's Recruitment policy.
- In the absence of the Home Manager, maintain correct records of working hours of all Staff Members.
- In the absence of the Home Manager, monitor and control sickness absence in line with Company policy (in conjunction with the Operations Manager, where appropriate).
- Ensure all Staff Members are aware of the Company's Whistleblowing procedure.
- In the absence of the Home Manager, implement and manage the Company's Discipline and Dismissal policies and procedures, and Grievance policies and procedures (in conjunction with the Operations Manager, where appropriate).

- Assist the Home Manager with formal supervision / appraisal of Staff Members in line with Company policy, and with on-going informal assessment of the work of Staff Members, to ensure consistently high standards.
- In the absence of the Home Manager, organise workload by forward planning off duty to ensure that there is sufficient Staff cover, and deal with problems where necessary.
- Actively market the Care Centre and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Centre at all times.
- Supervise and instruct junior and new Staff Members in all aspects of their work in the Care Centre, giving help and guidance where appropriate and assisting in keeping records up to date.
- In the absence of the Home Manager, carry out duties as "Responsible Officer" for the Care Centre in line with CSSIW/Care Commission guidelines, the Health and Safety at Work Act (1974) and Fire Regulations.

I have read, acknowledged and understood the above:

Print: _____

Sign: _____

Date: _____