

MEADOWS NURSING HOME

JOB DESCRIPTION

DEPUTY HOME MANAGER

Job Title: Deputy Home Manager

Responsible to: Registered Home Manager

Accountable to: Company Directors.

JOB SUMMARY

To take responsibility and be personally accountable for all aspects of clinical management and supervision of care delivery within the Nursing Care Unit and to always act in such a way as to promote the health and wellbeing of Service users accommodated within Meadows Nursing Home. To develop, implement and evaluate programmes of care. To be involved in the setting of standards of care in line with the Care Standards Act 2000 and its Regulations (Wales) 2002, and by leading the care staff team. To lead the Nursing care team in achieving a programme of clinical improvement within the care home within all aspects of social, personal care and specific nursing care as required by service users with elderly mental infirmity. To work within and to all policies & procedures of the company whilst maintaining appropriate status, fit for employment within the Criminal Records bureau (CRB) system throughout the period of employment.

RESPONSIBILITIES

General

All staff have a responsibility to read and have a working knowledge of the policies and procedures of the company, as applicable to their job role; including the health and safety manual and retention and completion of their personal copy of the employee handbook. Policy folders are located within the Home Managers office. All members of staff must adhere to these policies & procedures at all times, failure to comply will result in disciplinary action. The Registered Home Manager will clarify any points as necessary and notify all staff of amendments as they become operational.

Role Specific

1. To lead the Nursing Care team staff using the experience that you will have gained during specific training and qualification within a variety of Care & Health settings especially with regard to older persons.
2. To prepare staff rotas, holiday plans and manage sickness levels to ensure appropriate levels of staff to support Service users, are available at all times within the Nursing care unit. In consultation with the Registered Home Manager
3. To monitor staff performance and undertake human resource counselling, investigatory interviews and any resultant disciplinary action in conjunction with the Registered Home Manager within the Nursing care unit
4. To lead the team and shift, in an appropriate manner using the skills and knowledge of a Senior Nurse and be prepared to undertake any additional training as seen fit to meet the changing care needs of Service Users accommodated. (Supported by the company).
5. To Supervise the Nurses and Care assistants and when working within a supernumerary capacity undertake staff supervision.
6. As required make appropriate referrals for Service Users to GP's, Community psychiatric nurses (CPN's), Psychiatrists, Psychologists, Chiropodists, Opticians, Dentists and other referrals that may be needed.
7. On a daily basis, lead by example and **participate** in all aspects of care delivery.
8. To complete assessments and care plans for Service users, and in conjunction with the Nursing staff and care assistants ensure that all care plans are kept up to date and are relevant to ensure safe delivery of assessed needs at all times.
9. To report any changes in the physical or mental state of the Service Users in your care and, make accurate records of findings within the Nursing care records on a shift by shift basis or sooner if required for **all** those accommodated within the Nursing care unit.
10. To initiate accurate assessments of potential Service users and accompany the Home Manager when they are undertaking assessments, to work in a collaborative manner when undertaking multidisciplinary assessments and reviews.
11. To initiate and participate within reviews undertaken by such people as the Local Authority, including reviews of placement by the Service Users individual Social Worker, and when there are changing care needs.

12. To involve the Service users within the review of their care and care plans and when appropriate and with the consent of the Service user (who has capacity) their representatives.
13. To undertake clinical procedures as directed by any other Health Care Professional involved within the care of the Service User, maintaining accurate records and reporting findings.
14. To undertake assessment of need as directed by such people as e.g. Tissue Viability Nurse and Continence Nurse Specialist.
15. To ensure that all appropriate risk assessments are completed and updated as necessary for residents accommodated by Key-workers within the Nursing Care Unit.
16. To administer prescribed medicines for all Service users within the Nursing Care Unit, maintaining accurate records and ensuring safe ordering and disposal of same. And, audit on a monthly basis medication procedures within the Nursing Care Unit.
17. To participate in bi-monthly supervision of Key- workers and, undertake supervision of Nurses and Care Assistant/s and receive an annual appraisal.
18. To attend **all** mandatory training and any additional training as identified via supervision or deemed necessary by the company. Failure to attend identified or mandatory training will result in disciplinary action.
19. To assist Nurses and Care assistants by means of supervision and knowledge sharing, and to assist care assistants when they are undertaking NVQ level 2 or 3 in care.
20. To research, resource and update Nursing and social care skills of the team by providing regular updates within team meetings, and by other methods such as notice boards, resource files etc.
21. To promote systems of clinical governance and audit the quality of care and care delivery systems within the Nursing Care Unit and in conjunction with the Registered Home Manager within the wider aspects of the home.
22. To prepare when requested reports for the Registered Home Manager or other representatives of the company regarding the overall performance of the Nursing Care Unit, and such quality indicators as Tissue damage prevalence, complaints/concerns, falls/accidents and adult protection concerns.
23. To report all hazards, real or potential, keep accurate records and notify the Registered Home Manager without delay.

24. To attend staff meetings and contribute ideas and suggestions to the team. And up date notice boards with regard to clinical governance, care advancements and relevant topics within health & social care.
25. To maintain confidentiality regarding all matters relating to Service Users, their care and welfare, the day-to-day running of the establishment, and members of staff. Failure to comply will result in disciplinary action.
26. To maintain a high standard of appearance and behaviour and comply with the uniform and dress code policy of the company.
27. To be prepared to work in any area of the home as required by the management.
28. To report any situations where there may be a risk of violence or aggression, or where residents may be at risk, to the Registered Home Manager without delay. To deal with the situation appropriately following the company procedure and the de-escalation training you have received.
29. To be efficient in the use of all supplies and highlight deficiencies to the Registered Home Manager.
30. To be familiar with the fire policies, to know where the fire points are, to take part in fire training and fire drills and to undertake the duties of the Fire warden when nominated.
31. To use personal protective equipment, (e.g. gloves, aprons) as supplied by the company, where appropriate.
32. To report all accidents and to ensure that any accidents are recorded in the accident book and in the absence of the Registered Home Manager and as appropriate reported under RIDDOR.
33. To report any concerns or complaints raised by residents, or their representatives, record concerns and attempt to rectify situation if you are able to do so, make an accurate record of the concern raised and inform the Registered Home Manager at the earliest opportunity.
34. To complete and submit a notification under Regulation 38 of any reportable untoward occurrence, and fax/post to the Regional office of the Care & Social Services Inspectorate Wales.

Duties

1. To be familiar with the care plans of the Service users in your care and implement and deliver care as required in addition to any additional delegated care tasks (from another health care professional).

2. To give Service users assistance with, and direct and supervise Nurses and care assistants within the delivery of personal & nursing care as identified within the care plan i.e. washing, bathing, shaving, care of nails and hair, dressing and assistance with raising from and retiring to bed, including assistance with accessing the toilet and related hygiene needs, and specific nursing care tasks including supervision, assessment of mood and compliance, and specific aspects of care as directed by a Psychiatrist or General Practitioner.
3. To ensure that you and Key workers/Named nurses & Care Assistants under your direction maintain bedrooms to a standard that ensures that areas are well stocked with necessary supplies and are clean, free from hazards and ready for the Service users use, including the making and changing of beds and the emptying & cleaning of commodes as required.
4. To ensure that you and Nurses and care assistants under your direction clean up spillages immediately and/or request help from the domestic staff if circumstances do not allow you to proceed, e.g. bodily fluids, etc. To clear soiled laundry into appropriate bags and ensure that all waste is disposed of correctly.
5. To ensure that you and Key workers/Named Nurses & Care assistants under your direction assist in serving meals and drinks and give discreet, sensitive assistance to residents who need help with this activity including the reporting of any changes in dietary/fluid intake to the Registered Home Manager in addition to implementation of risk assessing and record keeping for accurate details to be passed to the General Practitioner/Dietitian/SALT as required.
6. To ensure that you and Key workers/Named Nurses & Care assistants under your direction maintain discreet observation at all times in order to safeguard the security, well-being and comfort of the Service users; including the summoning of help in an emergency situation when undertaking the role as nominated First Aider for the shift in addition to an awareness of the nominated Fire Warden for your shift. And when the restraint procedures for the home are invoked.
7. To assist in providing activities for Service users and as required supporting activities outside of the home. To engage Service users in conversation and remain pleasant and courteous in manner at all times. To participate in specific therapeutic activities to maintain current mental health of service users and or diversional therapies as in conjunction with the multidisciplinary team.
8. This list is not exhaustive and on occasions you may be reasonably directed to undertake additional duties.

Job Descriptions are always subject to review by the Registered Home Manager and any reasonable instruction not contained in the above description must be adhered to.

Employee

Print Name

Date

Signature

Home Manager

Print Name

Date

Signature