

## MEADOWS NURSING HOME

### JOB DESCRIPTION

#### REGISTERED HOME MANAGER

**Job Title:** Registered Home Manager

**Responsible to:** Responsible Individual

**Accountable to:** Company Directors

#### JOB SUMMARY

*To take 24 Hour responsibility and be personally accountable for the assessment of care & nursing needs of individuals accommodated within the Care Home, overall day to day management of staff and facilities and to act in such a way as to attain and maintain 'Registered Person' status and the legal responsibility that accompanies that status.*

*To always act in such a way as to promote the health and wellbeing of Service Users at all times and by promoting the reputation of the company. 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 staff team.*

*To ensure that at all times you will have regard to the size of the care home, the Statement of Purpose and the number and needs of the service users, and continue to manage the Care home with sufficient care, competence and skill.*

*To be the lead person for programmes of clinical improvement ensuring that the care home provides appropriate levels of care and support to individuals exceeding clinical guidelines and best practice advice. That the care home and therefore the company are promoted by the good practices of the Home manager and that effective methods of general & financial management are employed at all times.*

*To work within, and to, all policies & procedures of the company and the **Code of Practice of the Care Council for Wales; Nursing & Midwifery Council Code of Professional Conduct** and within the **National Minimum Standards and Regulations (Wales 2002) of the Care Standards Act 2000.***

*Whilst maintaining appropriate status, fit for employment within the Criminal Records bureau (CRB) system, in addition to maintenance of Nursing & Midwifery Council Registration as appropriate 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.

All staff also have a responsibility to work within the **Code of Practice for Social Care Workers** of the **Care Council for Wales**, and ensure attendance and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.

Policy folders are located within the Registered 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 Responsible Individual will clarify any points as necessary and will notify you (for your onward communication to all staff) of amendments as they become operational

### **Role Specific**

1. To have 24 hour responsibility for the management of the care home and prepare as required management reports and performance reviews of the care home business for the Responsible Individual and Company Directors.
2. To ensure that adequate numbers and types of staff are appropriately recruited and their effective employment maintained to support service users accommodated at all times, which will include the effective management of recruitment, sickness absence and performance in general.
3. To complete supervision and appraisal of staff in line with the requirements of the Care Standards Act 2000 and its Regulations (Wales) 2002 and the National Minimum Standards .
4. To ensure that the training matrix for staff employed is kept up to date, and that staff are identified via the supervision and appraisal system as to their most appropriate needs regarding training and professional development, in addition to the requirements of mandatory training that must be provided for all staff.
5. To source suitable training programmes which have sufficient curriculum and which are cost effective- and to discuss the training programme with the Responsible Individual, including personal professional development needs.
6. To complete assessments and care plans for Service users prior to them moving into the care home, ensuring that occupancy within the home is managed to limit vacancies and maximising appropriate fee income via a suitable costing system.

7. To report any changes in the physical or mental state of the Service users which may affect their ongoing residency with the Responsible Individual and act promptly within the reassessment process to include Local Authority, Local Health Board and privately funded service users.
8. To undertake or delegate & supervise audits to measure standards of care delivery and safety as directed by company policy but will usually include, Tissue Viability, Falls Risk, Accidents, Complaints & PoVA, Medication administration and management.
9. To ensure that effective communication and referrals are made to General Practitioners and other Health Care Professionals including: Dietitian, Speech and Language Therapist (SALT), Optician, Dentist, Chiropodist, Community Occupational Therapist (COT), Community Physiotherapist promptly on assessed and identified need.
10. To participate within reviews undertaken by such people as the Local Health Board, Local Authority, including reviews of placement by the residents individual Social Worker. 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.
11. To ensure that any clinical procedures as directed by any other Health Care Professional involved within the care of the Service user, is performed by competent persons and that accurate records and reporting systems are maintained.
12. To ensure that any assessment of need as directed by such people as e.g. Tissue Viability Nurse and Continence Nurse Specialist is completed in a timely manner and that a suitable plan of care is then produced in support of the Service user.
13. To ensure that all appropriate risk assessments are completed and updated as necessary for Service users accommodated , and such processes that have risk associated, in particular the maintenance and updating of the Fire risk assessment and the Emergency plan for the building and the business.
14. To ensure that administration of prescribed medicines for all Service users is safe and appropriate and that staff have received appropriate training in such systems, ordering and disposal.
15. To participate in bi-monthly supervision with the Responsible Individual,
16. To attend **all** mandatory training and any additional training as identified via supervision in line with PREP requirements and your own personal development plan or as deemed necessary by the company. Failure to attend identified or mandatory training will result in disciplinary action.
17. To complete the Registered Managers Award (RMA) within six months of appointment into the post.

18. To ensure that care assistants achieve NVQ level 2 in care maintaining compliance with this standard at all times.
19. To report all hazards, real or potential, keep accurate records and notify the Responsible Individual without delay including reporting of incidents and occurrences under Regulation 38.
20. To ensure that there are suitable methods of communication within the care home, and between the company and Staff/ Service Users. Provide and attend staff meetings and contribute ideas and suggestions to the team. Up date notice boards and ensure that information is appropriate and legible in all formats required
21. To maintain confidentiality regarding all matters relating to Service users, their care and welfare, the day-to-day running of the establishment, the Company and members of staff. Failure to comply will result in disciplinary action.
22. To maintain a high standard of appearance and behaviour and comply with the uniform and dress code policy of the company.
23. To be prepared to work in any area of the home as required by the management and to ensure that a suitable on call procedure is delivered. At all times appreciating the 24 hour responsibility of the role.
24. To report any situations where there may be a risk of violence or aggression, or where Service users or staff may be at risk, to the Responsible Individual. To deal with the situation appropriately following the company procedure and the de-escalation training you have received.
25. To be efficient in the use of all supplies and to manage the set budget appropriately. Highlighting any deficiencies to the Responsible Individual both orally and by the preparation of monthly management reports.
26. 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.
27. To compile the Fire risk assessment for the care home and to ensure its usefulness at all times and that all staff have received adequate training in its purpose and associated procedures.
28. To compile the Emergency plan for the Care Home and to ensure its usefulness at all times, and that staff have received adequate training in its purpose and associated procedures.
29. To use personal protective equipment, (e.g. gloves, aprons) as supplied by the company, where appropriate.
30. To report & record all accidents as required both internally and to any other agency, ensuring that accident audits are completed and that data is communicated with the Responsible Individual.

31. To report any concerns or complaints raised by Service users, or their representatives, record concerns and attempt to rectify situations if you are able to do so, make an accurate record of the concern raised and inform the Responsible Individual at the earliest opportunity. Following the company complaints procedures at all times.
32. To liaise effectively with the local office of the CSSIW, ensuring timely preparation and return of such documents as the Self assessment Form, Action plans post inspection, and any other information that may be required by an inspector.
33. To assist the Responsible Individual or any other company representative in their review of the service under Regulation 27 of the Act.
34. To assist the Responsible Individual or any other company representative in their preparation of a report with regard to the quality of the service under Regulation 25 of the Act.

### **Additional General Duties**

1. To be familiar with the care plans of the Service users within the Care Home and ensure that care delivery is appropriate in addition to any other delegated care tasks (from another health care professional).
2. To give Service users assistance with, and direct and supervise Nurses & 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.
3. To ensure that you and all other staff 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 all other staff 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 all other staff under your direction assist in serving meals and drinks and give discreet, sensitive assistance to Service users who need help with this activity including the reporting of any changes in dietary/fluid intake to other professionals 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 all other staff 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 and undertaking the role as nominated First Aider for the shift in addition to an awareness of the nominated Fire Warden for your shift.
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
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 Company and any reasonable instruction not contained in the above description must be adhered to.***

**Employee**

Print Name .....

Date .....

Signature .....

**Line Manager**

Print Name .....

Date .....

Signature .....