

MEADOWS NURSING HOME

JOB DESCRIPTION

SENIOR CARE ASSISTANT

Job Title: Senior Care Assistant

Responsible to: Registered Home Manager

Accountable to: Registered Home Manager for all clinical, professional & employment matters

JOB SUMMARY

To assist in, direct and supervise the delivery of care, and support to persons living at Meadows Nursing Home, accommodated within the Personal Care Unit; in such a way as to promote the health and wellbeing of all residents at all times, and the reputation of the company, in a respectful and dignified manner. 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. 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 receive and where necessary lead handover reports at the beginning of each shift.
2. To lead the shift, in an appropriate manner using the skills and knowledge gained via an NVQ level 3 qualification (or holding an NVQ 2 and be working towards NVQ level 3 within 6 months of commencing post), and delivering supervision to staff on a shift by shift basis.
3. To supervise staff on a shift basis, lead by example and participate in all aspects of care delivery

4. To embrace the ethos of the key-worker role and undertake this role for an identified group of residents within the unit.
5. To complete assessments and care plans for residents for whom you key work, and in the absence of the nominated key-worker ensure that all care plans are kept up to date and are relevant to ensure safe delivery of assessed needs at all times.
6. To report any changes in the physical or mental state of the residents in your care and, make accurate records of findings within the personal care files on a shift by shift basis or sooner if required for **all** those accommodated within the registration of personal care.
7. To make appropriate referrals to General Practitioners and Community Nurses 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.
8. To undertake clinical procedures as directed by the Community Nurse or any other Health Care Professional involved within the care of the resident, maintaining accurate records and reporting findings.
9. To undertake assessment of need as directed by such people as e.g. Community Nurse, Tissue Viability Nurse and Continence Nurse Specialist.
10. To ensure that all appropriate risk assessments are completed and updated as necessary for residents accommodated for which you are a key-worker within the personal care unit
11. To administer prescribed medicines for all residents within the personal care unit, maintaining accurate records and ensuring safe ordering and disposal of same.
12. To participate in bi-monthly supervision and, when directed by the Personal Care Unit Manager undertake supervision of a Care Assistant/s and receive an annual appraisal.
13. 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.
14. To assist care assistants by means of supervision and knowledge sharing, when they are undertaking NVQ level 2 in care.
15. To report all hazards, real or potential, keep accurate records and notify the Personal Care Unit Manager without delay.

16. To attend staff meetings and contribute ideas and suggestions to the team.
17. To maintain confidentiality regarding all matters relating to residents, their care and welfare, the day-to-day running of the establishment, and members of staff. Failure to comply will result in disciplinary action.
18. To maintain a high standard of appearance and behaviour and comply with the uniform and dress code policy of the company.
19. To be prepared to work in any area of the home as required by the management.
20. To report any situations where there may be a risk of violence or aggression, or where residents may be at risk, to the Personal Care Unit Manager without delay. To deal with the situation appropriately following the company procedure and the de-escalation training you have received.
21. To be efficient in the use of all supplies and highlight deficiencies to the Registered Home Manager.
22. 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.
23. To use personal protective equipment, (e.g. gloves, aprons) as supplied by the company, where appropriate.
24. To report all accidents and to ensure that any accidents are recorded in the accident book.
25. 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. (In the event of an anticipated delay in excess of 24 hours the concern/complaint must be reported to the Lead Nurse or Home Manager in the first instance).

DUTIES

1. To be familiar with the care plans of the residents in your care and implement and deliver care as required in addition to delegated care tasks (from another health care professional).
2. To give residents assistance with, and direct and supervise care assistants within the delivery of personal 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 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 residents use, including the making and changing of beds and the emptying & cleaning of commodes as required.
4. To ensure that you 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 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 Shift Leader.
6. To ensure that you and care assistants under your direction maintain discreet observation at all times in order to safeguard the security, well-being and comfort of the residents; including the summoning of help in an emergency situation and being aware of the name and location of the nominated First Aider and Fire Warden for your shift.
7. To assist in providing activities for residents and as required supporting activities outside of the home. To engage residents 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 Registered Home Manager 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