

MEADOWS NURSING HOME

JOB DESCRIPTION

SOCIAL CARE PRACTICE LEADER (Dignity Champion)

Job Title: Social Care Practice Leader NVQ level 3/4

Responsible to: Registered Home Manager

Accountable to: Responsible Individual

JOB SUMMARY

To work with the Care Team leaders and Clinical Nurse Manager for the care home, to ensure that all aspects of personal and social care are delivered to the meet the assessed needs of Service Users.

To take responsibility for leadership of the care and Nursing team with regards to the championing of dignity and respect for service users within the home, and to make all staff aware of social care updates and practice initiatives with regard to the same, 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 a team of care staff in the absence of the care team leaders.*

This should include attendance at and compliance with the training programme of the company to ensure your suitability to perform your duties and support Service users.

To work with the Home Manager in the organisation of training within the care home, and to participate in the delivery of training in-particular with regard to moving and handling, risk assessment and the ethos of social care (including respect and dignity).

*To work within, and to, all policies & procedures of the company and the **Code of Practice of the Care Council for Wales**; also 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, 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.

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

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 promote dignity within the home and to ensure that staff under your supervision deal with service users and their representatives in a dignified manner, that their wishes and choices are promoted at all times and that all aspects of their individual references are considered within a person centred approach.
2. That a person centred approach is promoted as the ethos of the care home and that this is encouraged within the marketing and image of the home and to assist the Registered Home Manager.
3. To receive handover reports at the beginning of each shift, ensuring that throughout your care delivery and interaction with Service users that each is treated as an individual.
4. To work with other care assistant colleagues, and in-particular with junior members of staff with regard to their care observations and supervision, induction and on-going development; in an appropriate manner using your skills and knowledge as an NVQ level 3, delivering direct clinical supervision to staff on a shift by shift basis and by maintaining the confidentiality and dignity of the Service Users at all times.
5. To supervise staff on a shift basis, lead by example and participate in all aspects of care delivery; being accountable for the quality of your own work and that of those who you are supervising whilst maintaining and improving your own and your colleagues' knowledge and skills.
6. To be involved in the appropriate allocation of care staff to meet assessed need, and complete relevant documentation.
7. To complete assessments and care plans for Service users for whom you are a Key worker, and in the absence of the nominated Care team leader ensure that all care plans are kept up to date and are relevant to ensure safe delivery of assessed needs at all times.

8. 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 care records on a shift by shift basis or sooner if required for **all** those accommodated within the Care Home.
9. To make appropriate referrals 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. In conjunction with the Registered Nurses
10. To participate within reviews undertaken by such people as the Local Health Board, Local Authority, including reviews of placement by the Service users Care Manager. To involve the Service users within the review of their care & care plans and when appropriate and with the consent of the Service user (who has capacity) their representatives, appreciating the diversity and equality of Service users within your care and their family and representatives at all times.
11. To ensure that all appropriate risk assessments are completed and updated as necessary for Service users accommodated for which you have been requested by either a Primary Nurse or the Clinical Nurse Manager, and when there is a change to an already assessed risk or a new risk is noted within your shift. Working in such a way to support Service users when they are taking assessed and measured risks where appropriate.
12. To participate in bi-monthly supervision and, when directed by the Registered Home 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 in line with PREP requirements 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 Registered Home Manager and/or Responsible Individual without delay.
16. To attend staff meetings and contribute ideas and suggestions to the team. And up date notice boards/information files with regard to individual nominated area of interest e.g. *Dignity Championship, tissue viability etc.*
17. 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; being honest, trustworthy, reliable and dependable Failure to comply will result in disciplinary action.

18. To uphold public trust and confidence in the Care Home and the Company including: the maintenance of a high standard of appearance and behaviour and complying with the uniform and dress code policy of the company.
19. To champion dignity and respect for all service users accommodated within the care home, by instilling these principles in all staff employed.
20. By providing and/or supporting training delivery about this area of care within the care home, and working with the home manager and Clinical nurse manager to ensure that all service users are cared for in an open and empowering way.
21. By providing appropriate risk assessment and care plan assessment recognise limitations to some service provision and making compensation and allowances for this and adjusting delivery of care to maximise outcomes at all times.
22. To be prepared to work in any area of the home as required by the management, or other homes/settings operated by the company as required by the management that are within your capabilities and scope of practice
23. To work in such a way as to honour work commitments, agreements and arrangement to promote the health and wellbeing of Service users, and by declaring issues that might create conflict of interest or influence your judgement.
24. To always behave in such a way both inside and outside of the Care home, as to not question your suitability to work in a Social care setting or your professional qualification as a Registered Nurse.
25. To report any situations where there may be a risk of violence or aggression, or where Service users may be at risk, to the Clinical Nurse manager/ Nurse without delay. To deal with the situation appropriately following the company procedure and the de-escalation training you have received.
26. To be efficient in the use of all supplies and highlight deficiencies to the Registered Home Manager or in their absence the Responsible Individual, that might impact on resources or result in operational difficulties, including staffing shortages or unexpected absences.
27. 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.
28. To use personal protective equipment, (e.g. gloves, aprons) as supplied by the company, where appropriate and direct and supervise others to do the same.
29. To report all accidents and to ensure that any accidents are recorded in the accident book and to any third party as necessary Care & Social Services Inspectorate Wales (CSSIW) via Regulation 38 or Health & Safety Executive (HSE) e.g. RIDDOR.

30. To report any concerns or complaints raised by Service users, 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 and/or Responsible Individual at the earliest opportunity. (In the event of an anticipated delay in excess of 24 hours, and the Registered Home Manager not being available the concern/complaint must be reported to the Responsible Individual in the first instance) the complaints procedures must be followed at all times.
31. To be aware of the whistleblowing procedure and be committed to informing the Registered Home Manager, Responsible Individual or any Company Director where the observed practice of your colleagues may be unsafe or inappropriate.
32. To be committed to protecting Service Users from Abuse, neglect, harm, exploitation or discrimination and to receive regular updates & training with regard to the principles and procedures of the Protection of Vulnerable Adults (PoVA) and the 'In Safe Hands' guidance and South Wales Adult protection procedures
33. To complete and submit a notification under Regulation 38 of any reportable untoward occurrence, and fax/post to the Regional office of the CSSIW.

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 delegated care tasks (from another health care professional).
2. To be competent within the assessment and care planning of Service users activities of daily living and any risk assessments that may be utilised e.g. Waterlow, MUST, Crichton etc.
3. To give Service users assistance with, and direct and supervise 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.
4. 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 Service users use, including the making and changing of beds and the emptying & cleaning of commodes as required.
5. 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.
6. 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 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.

7. 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 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.
8. 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.
9. To provide additional training for staff within the home, within induction and as an ongoing process.
10. To plan and participate in the training programme within the home, with regard to the broader aspects of care delivery with the Home Manager.
11. 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