

Reporting To: Home Manager

Grade: B

JD ID: 2

Reporting Employees: Staff in home

Main Purpose

To ensure that the staff team delivers a high quality service at all times actively promoting the rights of all residents and enabling them to achieve their full potential.

To provide input to the formulation of and leadership to the achievement of Martha Trust's strategies, objectives and to its annual targets.

To provide support to and deputise for the Home Manager when required.

Duties

- 1 Oversee the development and implementation of individual life plans, maintaining a thorough and regular system of review for ensuring that all plans meet agreed standards and where they do not, being responsible for initiating and monitoring corrective action.
- 2 Ensure that research based clinical practice is maintained at the highest standards and initiate research into nursing services and practices with the nursing team in association with the Home Manager.
- 3 Provide professional advice and guidance to nurses and support staff on an ongoing basis and where necessary report to the Home Manager any matters concerning breaches of discipline and/or unacceptable performance of duties.
- 4 Supervise and appraise the nursing and, where appropriate, support staff to agreed standards
- 5 Ensure effective internal communication between team members and externally between other services and agencies.
- 6 Establish and maintain positive relationships with relatives, friends and others who are involved on behalf of all residents initiating appropriate support where necessary.
- 7 Ensure the maintenance of all necessary written records within the Home in a neat, readily accessible and professional format i.e. Care Plans, Nursing/Care procedures, Health bulletins/guidelines, inspection requirements etc.
- 8 Ensure that adequate equipment (including emergency treatment equipment) is available to meet all required needs and that nursing staff keep written records of an appropriate test and maintenance programme.
- 9 Ensure that adequate supplies of medicine and general purpose items are ordered and properly stored ready for use; maintain a system for verifying stock levels and correct usage of supplies in line with current national and House procedures and policies.
- 10 Manage the booking of all respite care effectively to ensure that optimum usage is achieved and that a continuous approach to the development of this key service is maintained.
- 11 Carry out any other reasonable duties as directed by the Home Manager.

Person Specification

- * Excellent interpersonal skills - including an ability to influence and persuade.
- * Articulate communicator - written and verbal.
- * Level one nurse with relevant experience and specialist qualifications.
- * Evidence of ability to motivate and achieve objectives through others.
- * Ability to plan and manage time effectively.
- * Commitment to quality and service.
- * Able to work on own initiative and with minimum supervision.
- * Successful record of achievement.
- * Respect for the Christian ethos of the Trust.