

## **JOB DESCRIPTION**

<b>ROLE:</b>	Registered Nurse
<b>ACCOUNTABLE TO:</b>	Home Manager
<b>RESPONSIBLE TO:</b>	Home Manager
<b>REPORTS TO:</b>	Home Manager
<b>MINIMUM QUALIFICATIONS:</b>	RGN (General Home) RMN (EMI Home)
<b>AIMS:</b>	To promote and maintain a high standard of nursing care

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### **FUNCTIONS:**

#### **A. Professional**

- ⇒ Carrying out all clinical nursing practices in accordance with the Care Procedures/Work Instructions documented in the Quality Manual.
- ⇒ Participating in the teaching and training of other staff members of the nursing team as directed, assessing trainees where required.
- ⇒ Maintaining all nursing records and keeping the residents Care Plans up to date.
- ⇒ Communicating with the residents relatives and visitors, documenting and acting on any relevant details, reporting to the Home Manager where applicable.
- ⇒ Carrying out agreed Procedures for improvement of the nursing services and the reduction of cross infection.
- ⇒ Adhering to agreed Procedures for the ordering, administration and safe custody of drugs in accordance with the Nursing Home Policy.
- ⇒ Assisting medical staff to carry out direct medical resident care where appropriate.
- ⇒ Safeguarding the health, safety and welfare of residents, visitors and staff.
- ⇒ Obtaining laboratory specimens which are the responsibility of nursing staff.
- ⇒ Participating in the reception and discharge of residents in accordance with the Nursing Home Policy.
- ⇒ Ensuring that adequate support is given to other members of the Nursing Home staff.
- ⇒ Assisting with the introduction of new Procedures for the improvement of care.
- ⇒ Undertaking the appraisal of other staff where requested by the Home Manager.
- ⇒ Deputising for the Home Manager when required.
- ⇒ Covering on-call when required.
- ⇒ All other duties for the efficient running of the Nursing Home.

**B. Administrative**

- ⇒ Reporting and recording accurately all accidents and untoward incidents appertaining to residents, visitors and staff.
- ⇒ Assisting and maintaining professional discipline in the Nursing Home.
- ⇒ Co-operating with all other staff to promote and maintain a high standard of care, complying with all Quality Systems introduced by the Company.
- ⇒ Reporting to the Manager all matters that affect the management of the Home.

**C. Personnel**

- ⇒ Participating in the introduction of new staff to their duties.
- ⇒ Participating in staff meetings.
- ⇒ Having a full knowledge of the Fire Procedures, fire escapes and a working knowledge of the fire fighting equipment in your area of work.
- ⇒ Keeping abreast of the current Nursing Home Procedures and Policies.
- ⇒ Discussing and promoting innovations that will improve care or economies.
- ⇒ Keeping abreast with current Policies and Procedures involving care.
- ⇒ Keeping up to date with all national nursing information by reading professional journals and literature.

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**PLEASE SIGN AND DATE BELOW AND RETURN THIS DOCUMENT TO YOUR  
HOME MANAGER**

Employee Signature: .....

Date: .....