



**Parkhaven Trust**

*Established 1888*

**Job Title:** RGN  
**Location:** James Page Nursing Home, Maghull  
**Accountable to:** House Manager  
**Responsible for:** Care and support staff  
**Hours of work:** To be agreed  
**Rate of Pay:** £28,501 to £30,230 per annum (pro rata) – Days  
**Rate of Pay:** £28,812 to £30,581 per annum (pro rata) - Nights

**Job Outline:** To be responsible for the welfare of Service Users and ensure that the care, health and social needs are met in a way that respects the dignity of the individual and promotes independence. To liaise and maintain effective relationships with external authorities, relatives of service users and the general public.

To ensure compliance with health and safety requirements, including the security of the home and to ensure the physical environment is maintained to the highest standards.

### **Job Description:**

#### **Service delivery**

1. In the absence of the manager, to be the responsible person for the service when required.
2. To ensure that all medication is received, recorded, stored, administered and disposed of in accordance with Trust policy and NMC guidelines.
3. To carry out nursing procedures as necessary; which may include prescribed dressings and other aspects of wound management, venepuncture and catheter care.
4. To provide and assist service users in all aspects of individual personal care needs as required by their condition, culture and wishes, with sensitivity, respect and dignity and according to Parkhaven Trust standards.
5. Support service users with mobility problems and other physical disabilities and to help in the use and care of aids and personal equipment, and supervise the staff team while doing so.
6. To promote the wellbeing and general health of service users, and help to create an environment in which the service user feels secure and is within health and safety standards.
7. To support the manager in formulating and delivering individual care plans which will ensure that the emotional and physiological needs of those using the service are recognised and met by engaging them in a range of meaningful day activities within the service and the local community as appropriate.
8. Where appropriate to assist and support the involvement of relatives and friends of service users and ensure that the staff team do this effectively.

9. To complete, store and transmit relevant and accurate records as required by Parkhaven Trust procedures and when requested, provide information and advice for action towards meeting organisational objectives.
10. To respect the confidentiality of service users and act in accordance with the provisions of the Data Protection Act 1998, including the use of social networking systems.
11. To report any concerns regarding possible abuse of service users immediately to a senior manager.
12. To report any accidents, incidents, verbal concerns or complaints raised by the service user or visitors in accordance with Trust policy.
13. To contribute to the maintenance of a pleasant, hygienic, healthy and safe environment.
14. To work flexibly as required to maintain appropriate staffing levels, including nights and days.

### **People Management**

15. To supervise and appraise an agreed number of staff to ensure their development within Parkhaven Trust and the compliance with Trust policies.
16. To ensure that the key worker system is used effectively within your designated team.
17. To support staff to be the best that they can be and encourage continuous personal development.

### **Operational Management**

18. To ensure that staff, service users and visitors comply with Trust Health and Safety Policy.
19. To carry out general administration duties in accordance with organisational and service requirements.
20. To attend and take part in staff meetings, (minimum of 6 per year).
21. To undertake any training and development necessary for the effective delivery of your responsibilities.
22. To undertake any other duties within the scope of your ability.
23. To comply with all reasonable requests of the line manager and carry out any other tasks as reasonably instructed by management.

### **General Statements:**

#### **Confidentiality**

All information relating to service users and/or staff obtained during employment with the Trust is to be treated as confidential and as such employees should not disclose it without appropriate prior authorisation. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

#### **Continuous Improvement**

We are continuously improving services and all members of staff employed by the Trust are expected to play an active role in the development and improvement of services to the benefit of service users.

All employees are required to participate in an annual appraisal and any associated training and/or learning opportunities.

### **Data Quality**

All staff involved in the collection of data are responsible for the accurate and timely collection and recording of information.

### **Equality, Diversity and Human Rights**

The Trust is committed to providing equality of opportunity, anti discriminatory and anti oppressive practice. The Trust will rigorously uphold our duty to promote human rights in everything we do, believing that all people have the right to be treated with dignity and respect.

### **Health and Safety**

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, service users and the general public.

### **Infection Control**

Infection Prevention and Control is everybody's business, and all employees have a duty to act in accordance with the standards and procedures as set out in the Infection Control Policy at all times.

### **Safeguarding Vulnerable Adults**

Safeguarding vulnerable adults is the business of everyone employed by the Trust. All staff must be responsible and proactive in identifying and reporting safeguarding concerns.

### **Other**

You may be required to undertake work in other locations within the Trust as determined by the duties of your post.

The Trust operates a No Smoking Policy.

You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including internal job rotation and absence cover.

This job description is an outline and account of the main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to take into account changes and developments in service requirements.



**Person Specification:**

<b>Post Title:</b>	<b>RGN</b>		
		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Registered General Nurse (current PIN no.)	X	
<b>Knowledge</b>	Regulatory framework for adult social care	X	
	Understanding of whole person approach to care	X	
	Health and safety practice	X	
<b>Skills</b>	Effective people management and leadership		X
	Delivering good quality nursing care	X	
	IT literate		X
<b>Experience</b>	Leading a team of carers to deliver a high standard of care for at least 2 years		X
	Working in partnership with a multi-disciplinary team	X	
	Improving quality	X	
	Experience of supporting older people and people with dementia		X
<b>Attitude</b>	Flexibility	X	
	Self-aware and takes responsibility	X	
<b>Other</b>	Satisfactory DBS check	X	

Reviewed April 2020