

Job description and person specification

- Job title: Registered Nurse
- Reports to: Unit Manager/Clinical Nurse Manager
- Accountable to: Home Manager
- Location:

Main purpose and scope of the job

This post is for a Registered Nurse at our [Name]..... home in [Location].....

In the role, you'll be responsible for assessing people's care needs, leading a small Care Team to deliver the highest standards of nursing care, ensuring safety for service users and colleagues at all times, and completing the required documentation to a high standard.

The post holder will be expected to demonstrate an excellent range of clinical and interpersonal skills and must be willing to teach and/or support other colleagues within the remit of their role and experience.

The post holder will be a good role model and will treat all colleagues, visitors and service users with dignity and respect.

About Exemplar Health Care

Exemplar Health Care is a leading provider of specialist nursing care for adults living with a range of complex and high acuity needs, arising from neuro-disability, brain injury, spinal injury, stroke, mental ill-health, physical disability, learning disability and/or autism and complex dementia.

Our community-based homes and OneCare services provide person-centred care and rehabilitation that focuses on maximising independence, building everyday living skills and empowering people to live as fulfilled lives as possible.

We support people on their journey from being in hospital or living in a secure setting to community and independent living, as well as offering longer term support for people living with degenerative or life-limiting illnesses.

Exemplar Health Care's mission

Our mission is to make *every day better* for the people we support *and* our colleagues.

Exemplar Health Care's vision

Our vision is that adults living with complex needs can access outstanding specialist care and support, in a community-based home that's close to their family and friends, and that's focused on their personal goals and outcomes.

Exemplar Health Care's values

Our values express what it's like to work at Exemplar Health Care and our colleagues should make these a part of everything that they do. We're looking for people whose personal values match our values of:

- Fun
- Integrity
- Responsive
- Success
- Teamwork

Read more about our values [here](#).

Key responsibilities

Your key responsibilities will be to:

- Provide the highest standards of nursing care for our service users, from admission to discharge, which might include personal care, emotional support, social support or support with moving and assisting
- Lead and direct the wider Care Team to deliver high standards of nursing care according to Exemplar Health Care's policies, practice and clinical guidelines
- Plan and prioritise your own workload, and the workload of the wider Care Team, delegating appropriately to ensure the smooth running of the unit
- Carry out one-to-ones and supervisions as needed in your role
- Create, implement, monitor and update individualised care plans
- Liaise with the Management Team of the home to support service users through the assessment, admission and discharge process
- Manage situations when people may display, or be at risk of displaying challenging behavior, and know when to call for assistance/advice
- Provide advice and learning to service users, colleagues and learners within the home, as required
- Recognise when service users or colleagues need additional support or training, and identify suitable learning opportunities, and alert the Management Team to this
- support and mentor Trainee Nurses and other learners, as required
- comply with all planned mandatory and non-mandatory training within Exemplar Health Care, and identify training needs to keep your skills and knowledge up-to-date
- promote and maintain communication networks across and throughout the multi-disciplinary team both, within and external to the home
- ensure that all equipment is maintained and report any faults immediately
- be familiar and keep up-to-date with the Fundamental Standards as set out in the Health and Social Care Act 2008, and Care Quality Commission (CQC) expectations for a safe, effective, caring, responsive and well-led service

- Ensure that your own practice complies with regulatory requirements for quality and safety, and work as an integral part of the team to ensure that the home meets CQC requirements, as well as complying with Exemplar Health Care’s governance framework.

Please note, you may be expected to work across other Exemplar Health Care homes as the service needs dictate.

You will be expected to undertake personal care of male and female service users as part of the role which could include washing, dressing, and providing support with toileting and if required continence care, oral care, grooming, use of specific equipment to move a service user safely and supporting service users to eat and drink.

Essential skills and knowledge required

Please refer to the person specification at the end of this document for a detailed breakdown of the required skills.

The post holder will:

- Have a thorough understanding of nursing care and best practice including around infection prevention and control, good hygiene, person-centred care planning and evaluating outcomes of care
- Have a good knowledge and experience of the assessment, admission and discharge process, including planning, for service users
- Be able to coach, motivate and mentor colleagues to ensure that they receive the best possible experience from their employment
- adhere to uniform policy at all times
- Have excellent written and verbal communication skills
- Have good working IT knowledge and digital skills
- have detailed knowledge of the Mental Capacity Act and Deprivation of Liberty Safeguards, and work within the Codes of Practice
- Have detailed knowledge of the Nursing and Midwifery Council’s ‘The Code’ and work within it at all times.

Qualifications and training

The post holder will have a:

- First level nursing registration with a valid Nursing and Midwifery Council pin number.

Health and safety

As an employee of Exemplar Health Care Health Care, the post holder has a duty under the Health and Safety at Work Act 1974, to: -

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the service, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- Recognise the personal right of the service user to positive risk taking in promoting their own recovery, working within identified guidelines.
- Have a general duty to take reasonable care for the health and safety of self and others who may be affected by their acts or omissions at work. All safety rules, regulations and codes of practice relating to the work area should be observed.
- Report all accidents, dangerous occurrences, incidents and hazards in line with company policy.
- Respect confidentiality relating to information gained through employment with the organisation and to ensure information is not disclosed to any unauthorised person/agency.

Safeguarding

Colleagues are required to take responsibility in all areas of work for safeguarding people at risk (both adults and children) from any form of abuse or neglect. When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act (2014) and Mental Capacity Act 2005, which incorporates the Deprivation of Liberty Safeguards (DoLS).

To comply with the Exemplar Health Cares' Safeguarding Children and Adults policies, procedures and protocols, all individual colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

This will require you to:

- Ensure you are familiar with and comply with local Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Local Multi Agency Safeguarding Vulnerable Adults plans and procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Data protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and

lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

General

All colleagues are required to undertake the following:

- Carry out other duties as will, from time to time, be directed
- To fully comply at all times with the company policies and procedures and to take responsibility for own actions/inactions
- Undertake appropriate training and development to ensure statutory compliance and maintain appropriate professional registration
- To share and model the company values and expected behaviours at all times
- Participate in PDR/appraisal and supervision processes within the statutory guidelines
- To participate in all employee engagement activities including team, departmental or other staff meetings as required and contribute to company staff survey

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist employees in the performance of their role, therefore changes to employee's duties may be necessary on occasion. This job description is intended to be flexible and does not provide an infinite list of tasks and therefore may be varied from time to time.

This job description may be subject to review and appropriate modification. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

I confirm I have read and understand this Job Description.

Name of post holder:

Signature:

Date:

Person specification – Registered Nurse

Qualification	Essential	Desirable	How assessed
First level Registered Nurse	Y		Certificates
Training certificate or qualification		Y	Application, certificates
Post-qualification clinical training		Y	Application, certificates, interview

Employability skills	Essential	Desirable	How assessed
Works under own initiative	Y		Application, interview
Excellent interpersonal skills	Y		Application, interview
Excellent written and verbal communication skills	Y		Application, interview
Demonstrates continuous improvement		Y	Application, interview
Team leadership skills, including mentoring and teaching others		Y	Application, interview
Working IT knowledge and digital skills	Y		Application, interview
Time management	Y		Application, interview
Nursing and clinical skills and knowledge	Essential	Desirable	How assessed
Understanding of own professional and clinical limitations	Y		Application, interview
Person-centred care and care planning	Y		Application, interview
Assessment, admission and discharge process, including planning	Y		Application, interview
Experience of working with people who display challenging behaviour		Y	Application, interview
Understanding of the NMC 'The Code'	Y		Application, interview
Detailed knowledge of the Mental Capacity Act and Deprivation of Liberty	Y		Application, interview

Safeguards, and the Codes of Practice			
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Values, Attitude and behaviours	Essential	Desirable	How assessed
Demonstrates the Exemplar Health Care values	Y		Application, interview
Flexible	Y		Application, interview
Can-do attitude	Y		Application, interview
Willingness to learn and develop	Y		Application, interview