

job description SENIOR NURSE – MEOLS DRIVE

***Duties and Responsibilities:***

Carry out duties as required on a daily basis, to include the following:

***1. General***

**1.1** Ensure a high standard of nursing input in the application of clinical procedures, including risk assessment, care planning, implementation and evaluation, medication management, physical investigations and implementation of the Person Centred Care.

**1.2** To liaise with the Home Manager/Deputy in ensuring the safe and effective delivery of care, in line with national, local and Company policy, through supervision of junior staff and audit processes.

**1.3** To undertake SUI, severity ratings, accident reports, CQC notifications, Safeguarding, Complaints, Investigations and the risk register as required by the Home Manager.

Specific responsibilities in the following domains, to include:

***2. Clinical***

**2.1** Leading the weekly PCP meetings and effective presentation of PCP reports and information.

**2.2** Liaison with other disciplines to ensure effective team working and consistent approaches to care delivery.

**2.3** Oversee the effective delivery of the PCP meetings.

**2.4** Oversee the correct implementation of negotiated residents care plans, PBS Plans and Risk Mitigation Plans.

**2.5** Supervise the completion of Progress Report by named nurse and liaise with the Home Manager/Deputy when completed.

**2.6** Attend all planned Progress Review meetings, write up the reports and send to relevant professionals.

**2.7** Attend any review meetings in the absence of named nurse.

**2.8** Ensure effective management of medication and carry out audits to ensure adherence to M.H.C. policy and N.M.C. guidelines.

**2.9** Oversee Key Nurse liaison with external Care Co-ordinators, Social Workers and Commissioners.

**2.10** Oversee organisation of monthly Progress Review carried out by named nurse.

**2.11** Attendance at Clinical Governance meetings and dissemination of action points.

**2.12** Support the Home Manager in conducting and addressing issues of complaints and investigations.

**2.13** Liaise with the Home Manager in addressing issues involving whistle blowing.

**2.14** Liaise with named nurse and Home Manager in establishing and maintaining therapeutic relationships with residents’ family (where appropriate).

**2.15** Ensure adequate staffing to cover the service requirements and liaise with Home Manager/Deputy to address any deficits, taking into consideration financial budgets.

**2.16** Participate in senior nursing staff, Home on-call rota.

* 1. Carry out visits as part of Home assessment for potential resident’s admission, complete the assessment document and Service Delivery Plan.
	2. Monitor, undertake and oversee Home based Risk Assessments (HCR-20, SVR-20) and Risk Management Plans, Sainsbury Risk Assessments, HoNOS.

***3. Managerial***

**3.1** Carry out and monitor annual appraisals /supervisions for support workers, as directed by Home Manager.

**3.2** Have direct line management for the staff nurses and ensure the staff nurses oversee the line management of the support workers.

**3.3** Undertake,monitor and ensure monthly supervision of nursing staff (Managerial and Clinical – alternate months), with the help of the Home Manager.

**3.4** Provide Mentorship/Preceptorship to newly qualified or newly appointed nursing staff (including nursing students, where applicable).

**3.5** Completion of Return to Work interviews following sickness/absence and liaison with Home Manager for ‘Snowdrop’ purposes. Attend any sickness review meeting with help of the Home Manager.

**3.6** Liaise with Home Manager in the identification of external and in house training (including mandatory training) for specified staff.

**3.7** Attend all incident review meetings/RCAs and take a lead on them in the absence of Manager/Deputy.

**3.8** Provide temporary cover for Home Manager /Deputy Manager in the event of their absence, as required by the Home Manager.

**3.9** Undertake interviewing of new staff, at nursing and support level and any other roles in the service.

**3.10** Attend the handover meetings and staff meetings.

***4. Documentation***

**4.1** Oversee andCo-ordinatemonthly audit of all office files (resident, health and safety, H.A.C.C.P., fire, A.E.D.) and develop and implement action plans to address identified deficits.

**4.2** Co-ordinate monthly clinic audits and implement action points to address any identified deficits.

**4.3** Monthly input of HoNOS/Sainsbury Risk Assessment, Capacity Assessment data. Scoring to be undertaken by the Key/Associate Nurse and one additional staff member.

* 1. Ensure resident finances are managed according to M.H.C policy and assist with audit as required.
	2. Support the Home Manager in completing the Care Governance report for the service and always attend the meeting.

***5.***

**5.1** Oversee the completion of individual weekly Activities Planner work alongside with the Activities Co-ordinator.

**5.2** Monitor the implementation of structured day, including the specified hours of meaningful activity.

**5.3** Review the completion of monthly audits.

**NB The above list is not exhaustive and the post holder may be required to undertake additional duties, as determined by the Home Manager.**

 **This job description may be amended in line with changing service requirements. In such circumstances, any amendments will be discussed with the post holder.**

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| **Person Specification** |
|  | **Essential** | **Desirable**  |
| **What National Occupational standard applies to this post and;****What qualifications are necessary to undertake this role e.g. NVQ, Registered Nurse, ACA** | RMN/RNLDDiplomaCan demonstrate continuous professional developmentWill be willing to undertake management training offered by MHC | Management and/or Leadership qualificationManagement experience within a health settingTeaching qualification |
| **Show the Length and Nature of Experience required undertaking the job. This could be work or academic experience.** | 18 months post registration experience | Forensic and/or Locked rehabilitation experiencePersonality Disorder training and/or experienceExperience of monitoring quality improvementsPrevious experience of undertaking an on-call rota |
| **What other skills are needed to undertake the role e.g. Oral and Written Communication skills, Computer skills** | Ability to liaise with a number of professionals, including commissioners and other stakeholdersExcellent personal organisational skillsExcellent communication skillsDemonstrate an empathy and interest in staff and patientsCan demonstrate leadership skills in relation to motivating and resolving service based problemsExperience in delivering supervision and monitoring performance to junior staff Demonstrate an ability to produce high quality Nursing reports | Previous experience in providing supervision and appraisals for qualified staffPrevious experience in clinically leading a wardHas undertaken the Mentorship course and has experience of being a Mentor. |
| **What other attributes are required e.g. innovation, Objectivity, Motivation and enthusiasm, Confidence** | A commitment to high ethical and professional standardsTeam playerA willingness to support and embrace changeDemonstrate a good understanding of own strengths and weaknessesMotivated and enthusiastic around leading and managing staffHas basic computer literacy skills | Ability to inspire and motivateExcellent computer skillsDemonstrated an ability to be innovative and creative in developing ward based practices  |
| **Other**  | Ability to work across services in the Hospital and Mental Health Stream |  |