

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Job Title	Registered General Nurse - Adult
Department	Nursing
Level	Band 5 (equivalent)
Reports to	Head of Nursing

JOB PURPOSE

- To be a proactive member of our existing Nursing and Rehabilitation Team.
- To provide high-quality nursing through assessing, planning and evaluating care for all clients at QEF.
- To ensure all aspects of the nursing management of clients are met.
- To work to ensure all care is provided in compliance with the National Minimum Care Standards and QEF policies.
- In liaison with the Head of Nursing and Rehabilitation direct and support, by example and good practice, the work of our team of Rehabilitation Assistants.
- To ensure all general and specific rehabilitation strategies for clients are put into practice and reinforced.

ROLE RESPONSIBILITIES

- To monitor and manage the clinical needs of individual clients who are undergoing rehabilitation at the service.
- To attend to and assist clients in achieving a high standard of physical/personal wellbeing, including diet, hygiene and appearance.
- Implement and evaluate the efficacy of the care plans and therapy guidelines for all clients.
- Administration and auditing of medication in conjunction with the Head of Nursing and Rehabilitation Support.
- Manage, monitor, assess and implement the continence plans of care for clients following liaison with the Continence Advisor.
- Monitor the dietary needs of clients, including guidelines given by the dietician.
- To take responsibility for maintaining a safe environment and infection control guidelines.
- Create and maintain legible and accurate records of clinical care.
- Liaise with the members of the multi-disciplinary team and external professionals including medical personnel as required.
- To advise and train staff to the clinical care needs of all clients.
- To comply with the requirements of employees under the Health & Safety at Work Act and to report any incident, accident, hazards to your line manager.
- Observe strict confidentiality in respect of any information regarding clients or information relating to the Service.
- To assist in building and maintaining good staff relationships within the department in order to ensure a high standard of work as an effective team.
- Supervising Support Workers whilst on duty.
- Liaising with the Head of Nursing and Rehabilitation Support in matters relating to the clients' clinical needs.
- In conjunction with the multi-disciplinary team, undertake effective discharge planning.

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CQC OUTCOMES

- Safety, availability and suitability of equipment:
 - Ensure equipment is safe and appropriate.
 - Manage risk through effective procedures about equipment suitability.
 - Provide personalised care through the effective use of medical devices.
- Consent to care and treatment:
 - Manage risk through effective consent procedures.
- Meeting nutritional needs:
 - Ensure personalised care by providing adequate nutrition, hydration and support.

BEING PART OF QEF MEANS

- Actively participating in learning, development and feedback opportunities and cycles as required by QEF's policies and procedures.
- Acting in accordance with relevant legislative and regulatory requirements as may apply from time to time.
- Supporting and encouraging the involvement of volunteers.
- Promoting QEF's Equal Opportunities policy and avoiding any behaviour that either directly or indirectly discriminates against others on the grounds of any protected characteristic.
- Taking Health and Safety duties seriously to ensure your safety and that of your colleagues and our residents and clients.
- Being an active team player and attending team meetings and briefings to which you are invited.
- Being an ambassador of QEF's Values and Behaviours in your approach to your role and to our staff, clients, and residents.

VALUES AND BEHAVIOURS



OTHER DUTIES

- QEF is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.
- Ensure all duties are carried out in accordance with Health and Safety regulations as given in the QEF Health and Safety Policy.
- You are expected to perform various tasks as necessitated by your changing role within QEF and the charity's overall business objectives as reasonably requested by your designated manager or the CEO.
- You must read and ensure you understand the current versions of QEF's policies and procedures and undertake to act in accordance with them at all times.
- You may be required to work at other locations in accordance with the responsibilities and duties of your role.
- The above is not an exhaustive list of duties and may be subject to change.

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Job title Registered General Nurse – Adult (Band 5)

QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Registered Nurse – Adult with valid NMC pin	√	
Evidence of (Prep) post-registration education and practice	√	
Mentorship qualification		√
KNOWLEDGE AND SKILLS		
A good standard of literacy and numeracy	√	
Excellent written and verbal communication skills	√	
Competent to undertake male and female urinary catheterisation		√
EXPERIENCE		
Fully I.T. literate	√	
Post qualification experience	√	
Experience of working with people with acquired brain injury e.g. stroke, traumatic brain injury, encephalitis, tumour		√
Full and clean driving licence		√
PERSONAL ATTRIBUTES		
Demonstrates compassion and empathy	√	
Ability to use initiative	√	
Good problem solving skills	√	
Proven ability to lead, and work effectively as part of, a team	√	
Proven ability to work autonomously	√	
Operate within policies and procedures	√	
Ambassador of QEF's Values and Behaviours	√	