

**MBi Social Care Ltd**

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## Job Description

**Job Title:** Registered Nurse

**Reporting To:** Home Manager and Deputy Home Manager

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### **Purpose of Role**

To plan, monitor and deliver the highest standards of individualised care to residents, ensuring that everyone is treated with dignity and respect and that the residents' rights to privacy, choice and independence are met.

To lead, guide, motivate and support a team of staff when taking charge of a shift.

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### **Key Responsibilities & Accountabilities**

- Provide and supervise the delivery of care.
- Assess, diagnose and plan individualised care requirements for residents, maintaining accuracy and reviewing in line with home policy.
- Manage and lead a team of staff within your shift.
- Act as a resource to staff, identify development and training needs, and support in the personal professional development of others, where appropriate.
- Accurately administer medications as prescribed and record appropriately in accordance with the home's 'Safe Administration of Medications' policy. Maintain effective stock control of medications informing line manager of any issues.
- Liaise with GPs and other health professionals as required.
- Attend and lead as necessary meetings with the multi-disciplinary team .
- Understand and comply with all statutory and legal requirements including COSHH, Care Standards Act and Mental Health Act .
- Keep up to date with new practices and legislation.
- Safeguard resident, staff and visitors at all times.
- Support the implementation and delivery of an activities programme to individual and groups of residents, ensuring that all residents participate in some form of activity daily.
- At all times remain person-focused and family-aware to ensure that individual likes, needs and wants are met.
- Ensure the home's resources are used appropriately to minimise waste and reduce risk.

**Communication:**

- Participate in staff and resident/family meetings as required and contribute to ideas for the home.
- Keep all written records as in accordance with regulations.
- Provide emotional support to residents and visitors.

**Human Resources and Training:**

- Maintain NMC registration and revalidation, retaining professional conduct at all times.
- Remain flexible in shift/working patterns to meet the needs of the home.
- Attend mandatory training days/courses, on or off site, as and when required.

**Health & Safety:**

- Report immediately to the Registered Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another, and complete recordings and notifications as per legal requirements.
- Report to the Home Manager, or the maintenance person, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Promote safe working practice in the home.

**General:**

- Promote a positive personal/professional profile within the local community, ensuring the good reputation of the home at all times.
- Ensure high standards of personal appearance and cleanliness of self at all times.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Ensure the security of the home is maintained at all times.
- Adhere to all company policies and procedures within the defined timescales.
- Carry out any other tasks that may be reasonably assigned to you.

	Essential	Desirable
<b>Qualification and knowledge</b>	<ul style="list-style-type: none"> <li>• Registered nurse with current NMC registration.</li> <li>• Willingness to participate in vocational training programmes.</li> <li>• Positive approach to personal continuous training and development, and keen to learn and improve own performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Triangle of Care and how the model is implemented.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good listening and understanding skills and the ability to follow instructions correctly.</li> <li>• Confident and accurate verbal and written communication skills.</li> <li>• Accurate record keeping skills and a good understanding of what information needs to be recorded and why.</li> <li>• Able to use own initiative when required to respond to situations, often with minimal supervision.</li> <li>• Good time management and organisational skills, ensuring tasks are completed in a timely manner.</li> <li>• Able to prioritise workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Good IT skills including the use of Microsoft office.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a busy people and activity-focused environment.</li> <li>• Working as part of a team and sharing ideas with others to maintain improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in care of older persons.</li> </ul>