

Pinewood Nursing Home

JOB DESCRIPTION

This post has been identified as involving access to vulnerable adults and/or children and in line with CRB successful applicants will be required to undertake an Enhanced Disclosure Check.

1. JOB DETAILS

Job Title: Care Assistant
Reports to: Matron
Hours: 36 hours per week

2. JOB PURPOSE

- To undertake the basic nursing activities of care programmes under the direction and supervision of a Registered Nurse and Senior Care Staff.
- To contribute to the provision of support facilities for the Home.

3. KEY WORKING RELATIONSHIPS

Clinical Area: Matron
Nursing Staff
Team Leaders
Support Staff

Multidisciplinary Team: All staff members – paramedical and support services

4. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Patient Care

- To undertake basic care activities to include all activities for daily living, which includes washing and dressing, toileting.
- To provide individualised care under the supervision and direction of a Registered Nurse or Senior Care Team Leader.

Quality Management

- To participate in the maintaining high standards of care.
- To participate in the implementation of action plans to improve care standards and services.

- To participate in the implementation of improvements to working methods and practices.
- To participate in improvements and changes within the Home.

Financial Management

- To participate in controlling the use of resources within budgetary limits.

Information Management

- To participate in C/A meetings
- To regard effective communication as a key to successful and quality care delivery.

Support Functions

- To assist with housekeeping and catering functions.
- To assist with Resident escort duties.
- To support the Residents' family and friends.

Personal Development

- To develop own skills and competencies
- To recognise own responsibility for delivering safe standards of care, under the supervision of the trained nurse or care team leader.
- To report any incident or occurrence which may compromise patient safety or standards of care.
- To be responsible for ensuring yearly mandatory updates are attended.
- To take part in regular performance appraisal.
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling, Protection Vulnerable Adults (POVA).
- To contribute to and work within a safe working environment.
- The post holder is expected to comply with the Home's Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

5. GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the job holder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Home reserves the right to insist on changes to your job description after consultation with you.

As an employee of the Home, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Home's disciplinary policy) up to and including dismissal.