

LORETTO CARE
JOB PROFILE



Job Details

Job Title	Staff Nurse	Location/Section	Older People / Addictions
Service Area	Fullarton Service	Report to	ARBD Care Manager / Service Development Lead
Grade	SCP 30-35	Date Completed	June 2019

Job Summary

Loretto Care is committed to service excellence and believes that through developing effective communication and trusting relationships with the people we work for, we can draw on life experiences to co-create individualised personalised services.

You will work within the principles of the Wheatley Group strategy and vision regarding supporting the people we work for to influence direction and development of Loretto Care.

As a Staff Nurse you will have responsibility for establishing and implementing the policies, procedures, standards and care practices within the service. .

Working as a first level registered nurse, within a specialist nursing team, you will deliver safe and effective nursing care to people we work for who may have Alcohol Related Brain Damage, and other associated health conditions.

You will ensure the work of staff is coordinated in an effective manner, while participating in direct work with individuals we work for within the service, as well as supervising, monitoring, teaching and evaluating the work of junior staff and students.

You will liaise and work in partnership with the relevant statutory, voluntary and independent agencies, ensuring that the work of Loretto Care is promoted and publicised in a positive manner.

Behaviours & Competencies

Loretto’s Core Values

- Person Centred
- Open Communicators
- Committed
- Quality

Wheatley Group’s Values

- Ambition
- Trust
- Community
- Excellence

As a Staff Nurse you will demonstrate the following behaviours and competencies:

- Pleasant demeanour.
- Flexible approach to people we work for and staff.
- Readiness to change working patterns/on call at short notice depending on caring responsibilities.
- Appropriate interactions with;
 - Service users
 - Staff
 - Line managers
 - Senior Managers
 - External agencies
- Solution based approach to challenges.
- Put people at the heart of everything we do.
- Recognise that each person we work for is unique; acknowledging the importance of promoting preferred communication styles in order to develop successful relationships.
- Non-judgemental, highly motivated and dedicated to the values of Loretto and the Wheatley Group
- Confident, and have resilience and a positive attitude towards the work you undertake.
- Open-minded; able to promote inclusion around the needs and aspiration of the individual.
- Trustworthy, reliable and have the ability to build therapeutic working relationships with the individuals you support and their family/carers.
- Able to work collaboratively with others to achieve the outcomes of the individuals you support
- Demonstrate professionalism, good time keeping skills, and enthusiasm for Social Care.
- Pro-active, forward thinking and able to promote an excellent service to the people we work for.
- Committed to the people we work for
- Self-motivated
- Enthusiastic
- Innovative and creative
- Strong belief in citizenship and social care values
- Strong belief that people should be allowed to make their own choices
- Support the people we work for to have the best quality of life
- Ability to see the wider picture and make good professional judgement

Person Specification

<p><u>Experience</u></p> <p>Essential</p> <ul style="list-style-type: none"> Assessment, Implementation, Evaluation and Audit of care delivery. Working with vulnerable individuals including those who have Learning Disabilities, Addictions, Mental Health Issues, Children and Families, Tenancy Support or Homelessness issues. Understanding of staff supervision, support and development. Challenging poor practice and managing performance. Motivating staff and promoting a positive culture. Enthusiasm and genuine interest in working with vulnerable people of various ages. Able to work flexibly and/or split shift patterns and night duty / sleepovers if required. Take a non-discriminatory approach <p>Desirable</p> <ul style="list-style-type: none"> Leading teams. Participated in successful change management. Completion of internal quality assurance systems. IT skills Innovative and creative approach/problem solving skills <p><u>Qualifications</u></p> <p>Essential</p> <ul style="list-style-type: none"> Registered First Level Nurse Qualification. Full current NMC Registration. <p>Desirable</p> <ul style="list-style-type: none"> Clear evidence of enhanced Continued professional development
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Job Outputs

Performance output	Includes the requirement to:
Deliver outcomes for the people we work for	<ul style="list-style-type: none"> Ensure that the people we work for have a comprehensive individual support plan that is effectively implemented, reviewed and amended accordingly. Assist in the holistic care, and management of people we work for, ensuring person centred care is delivered which is evidence based and effective. Input into the assessment, planning, implementation and

	<p>evaluation of programmes of care, ensuring that support plans and their implementation assist the people we work for in maximising their individual potential, encouraging individuals to be as independent as possible.</p> <ul style="list-style-type: none"> • Act as named nurse for designated people we work for ensuring that needs are prioritised and flexibility and individual preferences are given due importance. • Adhere to the information sharing procedures and protocols, ensuring confidentiality is maintained at all times. • Ensure that the administration, storage and destruction of medicines meet the agreed standards, policies and procedures of Loretto Care and the Nursing and Midwifery Council. • Co-ordinate discussions with external agencies, ensuring that the staff advocacy role does not interfere with the independence and/or wishes of the people we work for. • Be responsible for coordinating, facilitating and participating in care reviews, as appropriate. • Ensure there is adequate co-ordination and liaison between the service and external agencies to meet individuals' requirements, and that those relevant external agencies receive information and reports as required. • Contribute to, and work within, the agreed strategy for encouraging individuals to participate in their care and support. • Adapt the Participation strategy to meet individual needs. • Support people we work for in their re-integration within the local and wider community. This will involve establishing and maintaining a social and community network with both local agencies and community resources. • Contribute to Risk Assessment and management strategies within the specialist ARBD Care Home, ensuring a safe and therapeutic environment for people we work for, carers and staff. • Ensure that the Organisations complaints procedure is accessed by the people we work for, and that complaints are dealt with effectively and timeously, in line with our policy. • Promote and facilitate choice both individually and collectively. • Ensure internal/external quality assurance systems are used effectively to continue to meet the needs of the service.
<p>Involvement and engagement with staff</p>	<ul style="list-style-type: none"> • Supervise the work of junior staff within the specialist ARBD Care Home, providing clinical leadership, advice and support and ensuring their professional development needs are addressed. • Create, maintain and enhance effective working

	<p>relationships..</p> <ul style="list-style-type: none"> • Identify future training needs of staff and consolidate current good practices. • Ensure that staff familiarise themselves with the aims and objectives of both the service and the Organisation, and that they are equipped to carry these through. • Ensure that staff conduct themselves in an appropriate, professional and ethical manner at all times. • Promote a culture of continuous learning and a positive, solution based focus to addressing challenges for the people we work for and the service. • Deliver agreed programmes of training and induction and provide on the job coaching. • Contribute to the recruitment and selection of staff as appropriate. • Participate in the promotion of staff attendance and management of absence where appropriate. • Devise and input into staff induction programmes. • Highlight both good practise and areas of concern to line management. • Provide ongoing staff training as appropriate and necessary. • Ensure that staff have appropriate support planning skills to enable individualised programmes of care for the people we work for to be carried through, and to address any deficiency which may arise. • Participate in the Organisations disciplinary and grievance procedures as necessary.
<p>Care Inspectorate responsibility</p>	<ul style="list-style-type: none"> • Be familiar with Care Inspectorate requirements for the service and ensure these are met at all times. • Participate as appropriate in the inspection process with Care Inspectorate representatives. • Liaise with Care Inspectorate Officers as required. • Implement any recommendations or requirements that might arise from inspections timeously.
<p>Scrutiny, Monitoring and Service Evaluation</p>	<ul style="list-style-type: none"> • Input into service review days, in conjunction with the ARBD Care Manager. • Assist with completion of the service Quality and Excellence manual. • Be familiar with the Protocol laid down for the evaluation of the service. • Implement the action plans arising from any Service planning days. • Input into completion of statistics and reports as appropriate to the above. • Contribute to the service annual report. • Regularly monitor working practices and disseminate this information to line management.

Line Management	<ul style="list-style-type: none"> • Bring to the attention of the ARBD Care Manager/Head of Care any issue of concern or note, which has an effect whether direct or indirect on any person we work for, staff member or the Organisation. • Meet on a regular basis with the ARBD Care Manager/Head of Care to discuss the progress of the service. • Ensure appropriate use is made of emergency on call facilities. • When required, represent the Organisation or service in the absence of the ARBD care manager
Families, carers and significant others	<ul style="list-style-type: none"> • Reduce the burden on, and provide practical and emotional support to, families/significant others, ensuring that confidentiality is strictly adhered to.
Health and safety including infection control and prevention	<ul style="list-style-type: none"> • Ensure that staff are familiar with their own and the Organisations responsibilities. • Communicate areas of concern in the first instance to line management. • Have overall shift responsibility for health and safety issues within the service. • Implement infection prevention and control policies and procedures • Undertake infection prevention and control audits within the service, ensuring any required improvement plans are implemented timeously. • Participate and ensure all care staff have received infection prevention and control training appropriate to their role. • Ensure appropriate systems are maintained to monitor the health and safety of staff.
Collaborative and joint working	<ul style="list-style-type: none"> • Ensure that there is adequate co-ordination and liaison between the service and external agencies, and that such agencies receive information and reports as necessary. • Participate in multi-disciplinary meetings regarding the assessment of people we work for and review of individual support plans. • Develop a working knowledge of the local area and resources.
Confidentiality	<ul style="list-style-type: none"> • Ensure confidentiality is observed and respected at all times, and all paperwork is completed within agreed timescales.

<p>Contribute to the success of the team</p>	<ul style="list-style-type: none"> • Adhere to Loretto’s Organisational policies and procedures. Carry out any other responsible duties as required by the organisation. • Bring to the attention of the ARBD Care Manager any issues of concern or note which has an effect either directly or indirectly on the people we work for, staff members or the Organisation.
<p>Compliance with professional, regulatory, statutory and corporate requirements</p>	<ul style="list-style-type: none"> • Accept responsibility for your own nursing practice in line with the Nursing and Midwifery Council Codes of Conduct and Professional Accountability, • Ensure your competencies, skills and nursing practice are evidence based and meet the agreed standards of both Loretto Care and the Nursing and Midwifery Council. • Be fully conversant with, and actively implement, the following NMC codes of practice: <ul style="list-style-type: none"> • Professional Code of Conduct • Complaining about professional misconduct • Scope of Professional Practice • Standards for Administration of Medicine • Standards for Records and Record keeping • Confidentiality • Exercising Accountability • Guidelines Mental Health and Learning Disabilities • Maintain up to date evidence based clinical knowledge in relation to ARBD and associated care groups cared for within the Service. • Commit to expanding your personal expertise and professional development. • Comply with and implement all Loretto and Wheatley Group policies and procedures. • Act ethically and with integrity • Work with the Assurance Team and Care Services Improvement Manager to audit, promote and improve service performance • Work within National Care Standards and participate in the Inspection process carried out by the Care Inspectorate.
<p>Additional Duties</p>	<p>It is in the nature of the work that tasks and responsibilities are, in many circumstances, not routine and are variable.</p> <p>All staff are therefore expected to work in a flexible way when the occasion arises and tasks, which are not specifically covered in the job description, have to be undertaken. Due to the nature of self-directed support services in particular, staff flexibility is of great importance in order to provide the people we work for with high quality services in line with their wishes. This job description</p>

	<p>outlines the main tasks in relation to these services; however this list is not exclusive. Should there be significant change to the duties of this post; the job description will be updated in consultation with affected members of staff.</p>
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Interdependencies

- ARBD Care Manager
- Service Development Leads
- Representatives of Glasgow City Council Health and Social Care Partnership