

JOB DESCRIPTION

Job Title:	Deputy Service Nurse Manager
Location:	Harold McCauley House
Council:	Council for Social Witness
Salary:	Deputy Home Manager – Nursing, Point ND1-ND5 (£45,000 to £47,000)
Hours:	39½ hours per week
Responsible to:	Service Nurse Manager

MAIN FUNCTION OF JOB

The Council for Social Witness (Older People Services) is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for older people in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

Harold McCauley House is one of 7 homes for older people run by the Council for Social Witness (Older People Services) and is situated at Camowen Terrace, Omagh. The purpose-built Home accommodates 32 residents. The residents have a variety of physical, social, emotional and spiritual needs and varying levels of dependency.

The Home operates a No Smoking Policy.

RESPONSIBILITIES AND DUTIES

Professional Duties:

1. To assist in exercising good and effective leadership in the Home and setting a high standard of quality care by directing the work of the nursing and care staff in accordance with the aims and objectives of the Council for Social Witness, the NMC Code of Practice and NISCC Standards and Codes of Practice.
2. To assist in ensuring nursing staff levels are at all times maintained in accordance with guidelines. Setting and maintaining the right skill mix of staff.
3. To promote and ensure a high standard of care and an atmosphere suitable for meeting the physical, social, emotional and spiritual needs of the residents.
4. To assist in the delegation, supervision and co-ordination of the work of the nursing staff.
5. To liaise with and to assist the medical staff and other professional contacts/multidisciplinary teams in the treatment, direct care giving, wellbeing and safety of residents, ensuring that necessary data is available to medical staff.
6. To comply with clinical procedures in accordance with the Board's policies at the time

7. To maintain and promote good personal direct contact with the individual residents.
8. To maintain and promote full communication and co-operation with all persons involved in resident care and resident's relatives.
9. To comply with NMC Code of Professional Conduct and all in-house Policies and Procedures.
10. To act up in the absence of the Home Manager to ensure the smooth running of the Home and attend Local Support Committee meetings and give a report to the meeting in the absence of the Home Manager.
11. To be aware of Health and Safety standards in relation to equipment/services in the Home.
12. To be aware of all complaints, taking immediate corrective action and reporting to the Home Manager in accordance with the Board's policy.
13. To assist in the full assessment of residents' needs and abilities, and participate in the regular review of these assessments and ensure they are carried out within the time scale.
14. To participate in the formulation and carrying out comprehensive care plans, which address residents' physical, social, emotional and spiritual needs and give regular feed back to residents/relatives.
15. To assist in ensuring that day areas are used and that active rehabilitation and therapy programmes are undertaken
16. To participate in clinical audits to assess the effectiveness of the service provided
17. To accept responsibility for continuing his/her own professional development.

Administrative Duties:

1. To participate in organising the admission of residents ensuring that other staff are aware of the resident's condition and needs.
2. To participate and ensure that correct, up to date and neat records of residents' care are kept at all times and held securely and confidentially.
3. To assist in the preparation of staff rotas, the checking of time sheets and the completion of salary returns for Head Office as required.
4. To participate in, supervise the custody, administration, recording and maintenance of drug stocks according to the HSSPS regulation and in accordance with your grade of training and UKCC registration.
5. To assist in maintaining careful checks of stock levels of surgical stores, stationery and other stores.
6. To follow Board procedures for the maintenance and repair of equipment.
7. To ensure, when in charge, that all fire appliances are serviceable and checked regularly. Ensure that staff are familiar with actions in the event of a fire and hold periodic drills
8. To be familiar with all the Board's Policies and Procedures relating to the Home.

Training Duties:

1. To take responsibility for ensuring that training needs are met within the Home and provide continuing updates and support.
2. To be a Facilitator for Dementia Care Training.
3. To actively participate in and support other staff in attaining QCF Awards.
4. To attend and participate in in-service training as needs arise and disseminate training to other staff.
5. Mentor students on placement in the Home
6. To keep updated on developments and techniques in Nursing Care for the overall benefit of the residents.

Personnel Duties:

1. To participate in the selection and interviewing of new staff in the absence of the Home Manager.
2. To ensure the Home is a safe environment for the residents, staff and visitors alike.
3. To be aware of the Board's Health and Safety Policy ensuring that related procedures are carried out correctly, report and record all accidents of residents, staff and visitors.
4. To attend fire lectures and be aware of fire procedure in the area of work.
5. To participate in the appraisal/supervision of staff systems within the Home to ensure all aspects of Home life are delivered to a high standard.
6. To help maintain good morale in the Home and promote sound organisation, fair and clear staff relationships and good communication.
7. To liaise closely with the Home Manager and be prepared to deputise in their absence.
8. To be aware of the needs of other staff within the Home' referring them to those best able to help whilst maintaining confidences.
9. To lead or assist with daily devotions in the Home.
10. To carry out other reasonable duty that may be necessary for the proper and efficient running of the Home.

This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.