



## **CHARGE NURSE**

**GRADE** : **3**

**RESPONSIBLE TO** : **Deputy Manager**

**QUALIFICATIONS** : **RNLD/RNMH**

### ***MAJOR RESPONSIBILITIES***

1. Responsible to the Deputy Manager.
2. Carry out duties as required on a daily basis to include the following:-
  - 2.1 Responsible and accountable for the provision of nursing care ensuring that each patient/resident has an individual care plan, be responsible for personal performance in the assessment of care needs, development, implementation and evaluation of care plans.
  - 2.2 To be an effective role model to all staff within the working environment. Participate in teaching programmes with all staff including students. Have an awareness of own development and training needs. Maintain a learning environment and assist with the induction of new staff.
  - 2.3 To act as Manager of the key worker system and as a key worker.
  - 2.4 Complete and maintain all relevant documentation.
  - 2.5 Act as escort for patients/residents in respect of appointments and activities outside of the establishment, home leave and holidays.
  - 2.6 Participate when directed in activities of a non direct care nature.
  - 2.7 Maintain satisfactory control of Company and patients'/residents' monies.
  - 2.8 Communicate and liaise with all staff of the establishment, furnishing them with all information required to maintain the highest possible standards.
  - 2.9 Communicate and liaise with staff of other establishments and agencies to ensure consistency of approach and offering professional support where required/requested.
  - 2.10 Bring to the attention of the Senior Management Team any persistent absenteeism, unpunctuality, sickness and inappropriate behaviour, attitude and/or conduct displayed by staff or non-Company personnel.
  - 2.11 Act as Nurse in Charge which involves taking charge of the establishment and ensure the correct functioning of that establishment, including ensuring that the emergency protocols are followed.
  - 2.12 Participate in Company and establishment meetings and discussions as required, including patient/resident reviews, tribunals and handovers.
  - 2.13 To undertake any other appropriate roles and responsibilities as requested/required.
  - 2.14 Take part in the carrying out of appraisals of staff as appropriate.
  - 2.15 To foster good working relationships and promote the Company to external agencies, families of patients/residents, other professionals and the general public.
  - 2.16 Carry out assessment visits as part of a multi disciplinary team assessing potential patients/residents, including preparation of reports.
  - 2.17 Act as line manager for care team, particularly in relation to registered nurses, for the deficits, excesses and best practice

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in clinical matters.

- 2.18 To foster good working relationships and promote the Company to external agencies, families of patients/residents, other professionals and the general public.
  - 2.19 To undertake interviewing of potential employees including ancillary and support staff.
  - 2.20 Responsible for all clinical practices within the establishment.
  - 2.21 Liaise with management in the promotion and development of policies, procedures, practices, systems and resources management so that the Company's aims and objectives can be developed and achieved.
  - 2.22 To be available for contact via on-call system so as to provide advice, information and/or to attend establishment to give further assistance.
  - 2.23 Responsible for the co-ordination, including the distribution of manpower, and other identified resources in the establishment. Advising the management team of deficiencies and/or ineffective uses.
  - 2.24 Manage and promote good working relationships between staff and where necessary manage situations requiring prompt action in accordance with the Company's disciplinary and grievance procedures.
  - 2.25 Act as the focal point for professional nursing advice, clinical support, research application, training and standards of care.
  - 2.26 Where designated, co-operate fully and actively in co-ordinating the services required/provided by medical, non-medical and support service staff.
  - 2.27 Bring to the attention of the management team instances where they believe the attitude of management is unjust.
  - 2.28 Where required, work with the management team, in the allocation of staffing resources via the use of rotas etc.
  - 2.29 Responsible for all legal documentation and correspondence raised (by themselves and other staff) in relation to patient/resident/nursing matters both internal and external.
  - 2.30 Overall responsibility for supervision of all staff within the establishment.
  - 2.31 Take part in project working teams both inside and outside of the establishment as required.
  - 2.32 To be an active member of the Senior Management Team and uphold agreed management decisions.
3. Maintain a clean and safe environment paying particular attention to Health and Safety legislation and environmental health needs.
  4. Ensure the maximum care of Company property and equipment including storage.
  5. Bring to the attention of your Line Manager all unusual incidents and occurrences.
  6. Attend In-Service Training Programmes and Fire Lectures as required.
  7. Ensure that all relevant statutory requirements, including Training, Company Policies and Procedures are known and complied with.
  8. Follow the guidelines in respect of dress and appearance as outlined in the Staff Handbook
  9. You will always consider the effect of your presentation, communication and conduct will have on others and always endeavour to work as part of a team.
  10. Achieve PREPP requirements.
  11. Maintain registration with NMC and up to date Pin number.
  12. Ensure practice is up to date, keep abreast of current nursing practices and legislation.
  13. The post holder is accountable for their own nursing practice.
  14. Ensure that the Company's policy of non discriminatory practice is upheld.

If the post-holder is unclear with regard to any of the above, they must discuss and seek clarification from their Line Manager at the earliest opportunity.

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Issued by: Appraisal Team

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