

**JOB DESCRIPTION****JOB TITLE:** Registered Nurse (Learning Disability)**REPORTS TO:** Manager**DEPARTMENT:** Housing and Care Services**DATE:** April 2022**REVIEW DATE:** June 2023**ROLE PURPOSE:**

To work within a team to develop and deliver personalized care/support services to adults with complex needs, in a way that respects the dignity of the individual and promotes independence. To take responsibility for staff and scheme in the absence of the Manager.

**Key Area****Key Activities****Care/Support**

- Develop, implement and review care plans taking account of the views of residents their families and significant others and in conjunction with the Manager.
- Assist residents participation in agreed programmes of care/support (domestic skills, personal hygiene skills, work skills, social and recreational skills and self-help skills.)
- Conduct resident's annual review
- Provide support and assistance to residents in order to maintain personal care needs.
- Observe and report changes to resident's health and behaviours.
- Act as part of a team in the preparation, implementation and ongoing review of programmes of activities based on resident's individual needs.
- Plan and implement regular key-work, annual reviews and resulting action plans with residents.
- Arrange and actively participate in resident's activities including holidays, day trips, seasonal events and fundraising for the scheme.
- Work as an effective member of the team to meet the needs of residents.
- Communicate effectively with public bodies to support resident's development.
- Ensure all services are delivered in accordance with recognised standards, including RQIA, The Trust's Contract and Apex's policies and procedures.
- Support and enable good relations between residents and the local and wider community.
- Establish and maintain good working relationships with the multidisciplinary team, residents, visitors, colleagues, relatives, other departments/all levels of management.
- Provide a comprehensive handover.
- Follow the Associations complaints policy on receipt of any complaint made by a resident or on behalf of a resident
- Ensure confidentiality at all times in relation to residents, relatives and staff (unless you believe harm may be caused to the person or another person).
- Deliver all tasks on time and to agreed quality standards.

<b><u>Cooking/Cleaning</u></b>	<ul style="list-style-type: none"> <li>• Co-ordinate the cooking/cleaning provision within the scheme and when necessary undertake cooking/cleaning duties.</li> </ul>
<b><u>Record Keeping</u></b>	<ul style="list-style-type: none"> <li>• Maintain accurate and up to date records in respect of: care/support plans, prescribed medication, scheme diary, communication book, cleaning sheets, fridge/freezer/temperature records etc.</li> <li>• Write accurate and timely reports as required.</li> </ul>
<b><u>Drug Administration</u></b>	<ul style="list-style-type: none"> <li>• Administer a range of medications within resident protocol and within current Apex policy and document this accurately.</li> <li>• Order, receive (check against pharmacy order) and store prescribed medication under the supervision of the Manager and in accordance with Apex's policies and procedures.</li> <li>• Where appropriate, complete drug audits as per Apex Policy.</li> </ul>
<b><u>Leadership</u></b>	<ul style="list-style-type: none"> <li>• Participate in the induction of new colleagues</li> <li>• Assume responsibility for staff and the scheme in the absence of the Manager</li> <li>• Manage a group of staff</li> <li>• Conduct staff supervision</li> <li>• Ensure appropriate staffing levels</li> <li>• Co-ordinate workload and delegate effectively</li> <li>• Identify and address poor staff performance</li> <li>• Implement contingency plan</li> <li>• Provide assistance to those conducting inspections including RQIA, Pharmacy, office representatives and the Board of Management.</li> <li>• Ensure a comprehensive handover is conducted</li> <li>• Assist in staff and residents meetings</li> <li>• Act-Up to cover the Manager</li> </ul>
<b><u>Financial/Administration</u></b>	<ul style="list-style-type: none"> <li>• Assist in financial duties including rent payment, petty cash, residents personal monies and residents comfort fund in line with Apex policies and procedures, with particular reference to the Fraud Policy</li> <li>• Assist the Manager in the ordering and purchasing of supplies required by the scheme</li> <li>• Assist in the gathering of information, updating of records and contribute to the review of systems or records as directed by the Manager.</li> <li>• Liaise with the Housing Department regarding changes to residents` benefits and rents.</li> </ul>
<b><u>Self-Development</u></b>	<ul style="list-style-type: none"> <li>• Undertake and successfully complete induction programme and competency assessment within probationary period (i.e. 6 mths from commencement of employment).</li> <li>• Currently registered with NMC and maintain registration.</li> <li>• Attend and participate in regular staff meetings to discuss and review progress and management of the scheme.</li> <li>• Participate in open two-way dialogue during supervision and appraisal meetings.</li> <li>• Attend and participate in all mandatory training including: <ul style="list-style-type: none"> <li>- Scheme Induction</li> <li>- Adult Protection</li> <li>- MAPA</li> <li>- Infection Control</li> <li>- Manual Handling</li> <li>- Basic First Aid</li> <li>- Fire and Evacuation</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- COSHH</li> <li>- Health and Safety</li> <li>- Food Handling</li> <li>- Child Protection</li> <li>- Meet PREP requirements</li> </ul> <ul style="list-style-type: none"> <li>• Participate in other training and development opportunities as agreed with the Manager.</li> </ul>
<b><u>Health and Safety and Risk Management</u></b>	<ul style="list-style-type: none"> <li>• Implement the outcomes of risk assessments on daily duties performed.</li> <li>• Take personal responsibility for own safety e.g. reporting concerns.</li> <li>• Report and document any faults/repairs/maintenance issues.</li> <li>• Comply with all Health and Safety policies and procedures including serious Safeguarding and untoward incidents and accident reporting.</li> <li>• Conduct health and safety audits as required.</li> </ul>
<b><u>Miscellaneous</u></b>	<ul style="list-style-type: none"> <li>• Employees are expected to demonstrate commitment to the Association by ensuring regular attendance at work and efficient completion of duties.</li> <li>• Provide cover for scheduled annual leave, training and any other ad hoc absences.</li> <li>• Staff must maintain high standards of personal accountability and abide by the Association's and NMC Code of Conduct.</li> <li>• A commitment to the statutory duties under Section 75 of the N.Ireland Act 1998.</li> <li>• These key responsibilities are not an exhaustive list of duties, only a general guide to the post. In consultation with Apex Housing and the Manager the duties may change from time to time to enhance the service.</li> </ul>