

## **ROYAL NAVAL BENEVOLENT TRUST**

### **REQUIREMENTS & TERMS OF REFERENCE REGISTERED GENERAL NURSE, ADMIRAL JELlicoe HOUSE**

#### **QUALIFICATIONS, QUALITIES AND COMPETENCIES**

1. The person holding the position of Registered General Nurse should have the following qualifications, qualities and competencies:
  - a. Must hold a Registered General Nursing qualification and be active on the NMC register.
  - b. Must have a working knowledge of Care Quality Commission regulations and the twelve fundamental standards in relation to working practice.
  - c. Remain current with guidelines and skills in accordance with the Nursing and Midwifery Council for England and Wales Code of Conduct (hereafter NMC).
  - d. Continue with own personal development in line with the NMC guidelines (Revalidation).
  - e. Proven leadership qualities; must have the ability to challenge poor practice in a professional but assertive manner.
  - f. Proficient organizational and interpersonal skills in order to run the floor with the interests of the residents at the center.
  - g. Excellent communication skills.
  - h. Enthusiasm, flexibility and innovative.
  - i. Understand and work within the boundaries of confidentiality and authority of the role.
  - j. Must have a working knowledge of the Admiral Jellicoe House Charter Residents Rights;
  - k. Must have an advanced ability to carry out resident risk assessments and care plans.
  - l. Must review resident risk assessments and care plans in line with policies and procedures.
  - m. Must complete appraisal and supervision training and carry out designated annual supervisions and appraisals with six monthly reviews.
  - n. Must be able to demonstrate proficient clinical skills.

#### **PRIMARY PURPOSE**

2. To professionally lead the care team during an allotted span of duty, ensuring an effective, efficient care service is maintained which meets the needs of residents in line with the fundamental standards. To support the Home Manager in ensuring standards of care are maintained and to assist in the training of care staff and to be associate mentor to trainees.

## **ACCOUNTABILITY**

3. The Registered General Nurse will be accountable to the Lead Nurse for the delivery of the principal tasks outlined in these TOR's, and to the Nursing and Midwifery Council of England and Wales for delivering the Professional Standards demanded by the Council.

## **AUTHORITY**

4. The Registered General Nurse is authorized:
- a. To exercise authority over departmental staff, to ensure the smooth running of the Home, within the limitations of the role, in the absence of the Home Manager, Deputy Home Manager, Head of Administration, Lead Nurse and In-house Staff Trainer.
  - b. To offer support and guidance in clinical matters to staff, in accordance with NMC Guidelines.
  - c. To liaise with relatives or chosen representatives, and all members of the multi disciplinary team and to disseminate relevant information as appropriate, whilst maintaining the principles of resident confidentiality.
  - d. To be responsible for fire safety, security, and the health and safety of residents and staff within the Home, in the absence of the Home Manager, Deputy Home Manager, Head of Administration, Lead Nurse and In-house Staff Trainer.
  - e. To act as the Trust's representatives to visitors, including the Care Quality Commission, in the absence of the Home Manager, Deputy Home Manager, Head of Administration, Lead Nurse and In-house Staff Trainer.

## **PRINCIPAL TASKS**

5. The Registered General Nurse principal tasks are:
- a. To assist the Lead Nurse in the smooth running of the Home and keep her/him informed of matters arising.
  - b. To ensure Care Staff work within Legislative and the Royal Naval Benevolent Trust's policies and procedures and to the standards expected by the Care Quality Commission.
  - c. To be responsible for the safe administration, recording, ordering, storage and disposal of medications in accordance with NMC and local policies and procedures.
  - d. To be responsible for the admission of any new nursing resident to the Home including all assessments and care plans.
  - e. To identify and introduce named nurse and key-worker to the resident.
  - f. To ensure effective review and evaluation of individual risk assessments and care plans.
  - g. To participate in quality assurance auditing processes.

- h. To participate in meetings and clinical supervision and respond to actions.
- i. To educate, instruct and mentor care staff in the delivery of high standards of care.
- j. To encourage and educate staff and residents in all relevant aspects of health promotion.
- k. To attend all mandatory training provided and undertake appropriate specialised training identified to meet the needs of the residents and the Home's requirement.
- l. To be responsible for reporting any defective equipment and to take immediate and appropriate action.
- m. To assist in the implementation of changes to local working practices, according to current policies, procedures and the needs of the Home.
- n. To be responsible for clinical auditing as requested by the Home Manager or Deputy Home Manager, and to participate in the evaluation of findings.
- o. To seek advice from the On-call Manager, if in doubt about any policy or procedure to be followed, in response to an untoward occurrence.
- p. To carry out designated supervisions and annual appraisals with six monthly reviews.

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Date.....

Post holder's name .....

Line Manager's signature .....

Date .....

Line Manager's name .....