

## **Wimbledon Guild of Social Welfare**

**Job Description:** RN

**Based at:** Rosemary Lodge

**Reporting to:** Deputy Home Manager

**Responsible for:** Care Assistants

**Hours:** The post is 35 hours per week.

The post currently falls within Band D of the Guild's pay scale

### **Description of the post:**

Rosemary Lodge is a care home with nursing which is wholly owned by the Wimbledon Guild of Social Welfare, a large local charity.

The RNs collectively are the main clinicians in the home and share responsibility for the overall care of the residents. Working in conjunction with the other senior staff, the RNs will take oversee all aspects of the care of the Residents, and take responsibility as named nurses for allocated Residents

### **The main tasks are as such:**

#### **Client Responsibilities**

*To assist the Guild in providing an excellent service to clients at all times*

1. To ensure that all residents are provided with a high standard of nursing and personal care.
2. To formulate, implement, evaluate and update individual residents' care plans in order to meet their physical, psychological, social, cultural and spiritual needs and to ensure care plans produced by supervised staff are effective.

3. To act as the named nurse where delegated and to liaise with relatives and other contacts as required. To supervise and appraise staff under line management on a regular basis in line with Guild practice.
4. To ensure daily records are maintained for each resident which reflect the implementation of planned care.
5. Ensure that the residents are nursed to a high standard in a clean and uncluttered environment.
6. To liaise with relatives of resident as appropriate

### **3. Department Responsibilities:**

*To be part of the management of the care of residents in Rosemary Lodge*

1. Report and discuss any deficiencies whether in the number or quality of staff with the Home Manager/Deputy Manager and introduce new staff to their duties.
2. Help promote good liaison with the relatives of residents and outside agencies.
3. Help maintain a good working relationship with all the departments of Rosemary Lodge.
4. Be aware of and observe Rosemary Lodge policies regarding complaints, accidents, the property of residents, thefts and ensure that all staff do likewise.
5. Ensure that cultural differences are respected wherever possible, especially regarding food rules, death of residents, and religious festivals.
6. Be familiar with and ensure the proper implementation of fire, health and safety regulations and bomb procedures.

7. Be familiar with and ensure the proper implementation of internal and external regulations regarding drugs and the prevention of cross contamination.
8. Help ensure that a good standard of care is delivered at all times throughout the home.

### **Management Responsibilities**

*To carry out the Guild's policy and provide good and supportive management to all staff and volunteers.*

1. To regularly supervise and appraise staff under line management.
2. To hold regular team meetings and attend other meetings as necessary
3. To be responsible as the senior nurse in the home when appropriate.

### **Financial Responsibilities**

*To make a contribution in the overall management of the Guild's Budget.*

1. To be mindful of the Guild's financial policies as related to the RN's position
2. To act responsibly in the managing of the Rosemary Lodge budget

### **Organisation Responsibilities**

*To ensure that practice meets standards and is in sympathy with the aims of the Guild.*

1. To ensure that equality of access and opportunity apply to the Residents and staff
2. To work as part of the team and contribute to the development of the Rosemary Lodge.
3. To work within the Guild's Equal Opportunities Policy and ensure that its principles are actively incorporated into the planning, delivery and monitoring of services.

4. To undertake other duties in line with the needs of the service as directed by Home Manager or the Chief Executive Officer of the Guild
5. To contribute to the strategic development of Rosemary Lodge.
6. To work flexibly as dictated by the needs of the home.
7. To attend Guild meetings and training as required maintaining and improving skill and professional knowledge.
8. To be aware of and to work as part of the Guild as a whole.

**Risk Management.**

*To protect the Wimbledon Guild's interest at all times*

- 1) To work to and uphold the policies and procedures of the Guild.
- 2) To work in compliance with Health and Safety Legislation, the policies on Hygiene, Moving and Handling, Risk Assessment etc, where appropriate and to assist in the development and reviewing of essential policies and procedures.
- 3) To maintain the confidentiality policy of the Guild.
- 4) To advise the Home Manager, or another senior manager of any event, which may possibly adversely affect the Guild.

09/06

## **Wimbledon Guild of Social Welfare**

### **Person Specification: RN**

#### **A. Knowledge, Skill and Experience Required**

1. The post holder must be a qualified nurse, currently registered with the NMC.
2. The RGN must be subject to CRB clearance and be registered by CSCI if appropriate.
3. Experience of working with older people.
4. Experience of organising and supervising care staff
5. Ability to communicate well with staff, residents and their families.
6. Experience of negotiating with outside agencies
7. Knowledge of all aspects of providing care in a residential setting including health and safety and employment law. A commitment to best practice in all aspects of care of the elderly.
8. IT ability

#### **B. Performance Required**

##### **Results Focused**

- Strives to meet or exceed performance objectives, health and safety legislation and quality standards. Organises workloads and manages time effectively. Keeps records and monitors performance. Delivers results through continually finding better ways of working.

##### **Client Focused**

- Takes personal responsibility to deliver an effective service to internal and external clients. Seeks insight into Residents' needs and develops solutions which improve Residents' quality of life. Ability to assess needs and risks when in direct contact with clients and to then organise appropriate services and responses. Able to develop policies/ procedures and encourage best practice in volunteering activities and in meeting the needs of the Guilds vulnerable clients.

### **Team Focused**

- Works as part of an effective team which delivers an excellent standard of work. Contributes to effective team working by working collaboratively with others. Understands the needs and goals of others and adapts their own views and behaviour when appropriate. Accepts help from others. Communicates constructively, honestly and openly with colleagues. Takes responsibility for events or outcomes. Able to manage and supervise volunteers, ensuring that their training and support needs are met.

### **Development Focused**

- Works at developing self and other's knowledge, skill and motivation within the objectives of the Guild. Delegates decisions which stretch others, and actively encourages others to exercise initiative and judgement. Observes others and gives accurate, specific and regular feedback.

### **Leadership**

- Creates an environment and culture which shares the vision and direction of the Guild. Sets clear goals and work parameters for others to follow and help others to develop plans. Ensures expectations are clear and specific to others. Motivates people so that they believe in themselves and what they are doing and are encouraged to outperform. Recognises the accomplishment of others, privately and publicly.

### **Communication**

- Can communicate at all levels using various methods of communication. Communicates in a clear and persuasive manner. Actively listens, taking others views into account. Gains respect by operating in a professional and credible manner. Able to network, communicate and liaise with other agencies and colleagues. Able to use IT and databases.

### **Change**

- Has a flexible approach and is open to new ideas. Manages or participates in the change process. Remains positive despite setbacks, changes and ambiguities.

# Wimbledon Guild

## Application for Employment

*Please complete in black ink*

Job applied for: .....

Ref no: ..... Closing date: .....

Where did you see the job advertised? .....

### Personal Details

Surname:		First name:	
Home address:			
Home tel no:	Work tel no:	May we contact you at work?	

### Present post – or most recent employment

Job title:	Salary:	Start date:
		Leaving date:
Employer:		
Address:		
Notice required (if you have left, please give reason for leaving):		
Brief details of responsibilities and reporting relationships:		

Number Allocated.....

# Wimbledon Guild

## Previous employment:

*Start with most recent*

Dates employed	Employer's name and address	Job title and main duties	Reason for leaving

## Education

*Secondary and higher education / courses attended:*

Date / Establishment	Examinations passed / professional qualifications / training undertaken	Grades

Number Allocated.....

# Wimbledon Guild

## Reference

Please give the name and address of two referees, who should not be related to you. One of your referees should be your current or last employer.

A:	B:
Tel:	Tel:
Occupation:	Occupation:
May we contact your referees now?	

## Declaration

I confirm to the best of my knowledge that the information given on this application is true and correct and can be treated as part of any subsequent contract of employment.

Signed: ..... Date: .....

Official use only

Number Allocated.....

# Wimbledon Guild

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## Supporting Statements

You will sometimes use the same information more than once, please do not be afraid to do this. Only put qualifications which you feel are relevant for the job. (Don't forget to describe positively your skills and aptitude. Use active words like "I plan" or "I organised")

A. Explain how your knowledge is relevant to the job applied for

B. Describe your experience which is relevant for the job

Number Allocated.....

# Wimbledon Guild

C. Demonstrate how your aptitude and skills will enable you to do the job

D. Why do you feel you would be a suitable candidate for this job?

## Equal Opportunities

### Monitoring of applicants

The dual aims of Wimbledon Guild are to ensure the fair and equitable treatment of all job applicants and to meet the requirement of equal opportunities legislation. Would you therefore please complete this form and return it with your application form.

We give you the following assurances in relation to the information you provide us:

Number Allocated.....

# Wimbledon Guild

- This Equal Opportunities – Monitoring of Applicants form will not be used in the short listing process
- This form will be shredded once the relevant data has been stored on a secure database
- The information on the database will be treated in strict confidence

If you have any queries or comments relating to the completion of this form, please contact our Personnel and Administration, at our address.

**Thank you for your assistance.**

Number Allocated.....

# Wimbledon Guild

## Ethnic Origin

How would you describe your ethnic group? (Please tick)

- |                            |                          |                            |                          |
|----------------------------|--------------------------|----------------------------|--------------------------|
| White British              | <input type="checkbox"/> | Pakistani                  | <input type="checkbox"/> |
| Irish                      | <input type="checkbox"/> | Any Other Asian Background | <input type="checkbox"/> |
| Any Other White background | <input type="checkbox"/> | Caribbean                  | <input type="checkbox"/> |
| White and Black Caribbean  | <input type="checkbox"/> | African                    | <input type="checkbox"/> |
| White and Asian            | <input type="checkbox"/> | Any Other Black Background | <input type="checkbox"/> |
| White and Black African    | <input type="checkbox"/> | Chinese                    | <input type="checkbox"/> |
| Any Other Mixed Background | <input type="checkbox"/> | Any Other                  | <input type="checkbox"/> |
| Indian                     | <input type="checkbox"/> | Not Known                  | <input type="checkbox"/> |
| Bangladeshi                | <input type="checkbox"/> |                            | <input type="checkbox"/> |

## Disabilities

Do you have any disabilities? (please state nature)

.....

Are you registered as disabled?

Yes  No

Registration number: .....

## Age group

- |          |                          |
|----------|--------------------------|
| Under 25 | <input type="checkbox"/> |
| 25-34    | <input type="checkbox"/> |
| 34-44    | <input type="checkbox"/> |
| 44-54    | <input type="checkbox"/> |
| Over 54  | <input type="checkbox"/> |

Number Allocated.....

# Wimbledon Guild

*Please complete the following details in block capitals, answering all of the questions*

## **Personal Details**

Surname:	First name:
Vacancy reference shown in advertisement:	
Job applied for:	
Where did you see the advertisement for the job? (If in a newspaper, specify which one)	

Number Allocated.....