



BritishHome

For people living with neuro-disability

Recruitment Information Pack

Position: Registered General Nurse

Location: Crown Lane, Streatham SW16 3JB

Introduction and Selection Process

Thank you for expressing an interest in the post of Registered General Nurse at British Home, a residential centre for people living with neuro-disability, in SW16, Streatham.

This information pack includes as much information as possible to help you decide whether to pursue your application.

Should you wish to apply for the post, please complete the Application Form as fully as possible, making sure you offer information regarding your qualifications, experience and skills. Please also try to demonstrate how you can meet each of the elements of the person specification. You can use additional sheets as you wish which can be typed or printed.

Please return your completed application to:

Human Resources
British Home
Crown Lane
Streatham
London SW16 3JB

or email central.services@britishhome.org.uk

Should you be shortlisted, we will write to you again with full details of the selection process.

Please be aware that successful applicants will be required to apply for a Disclosure & Barring (DBS) check and will not be able to commence their employment until this is completed successfully. This is in line with the DBS Code of Practice which is available on their website which is www.crb.gov.uk or alternatively you can contact them on 0870 9090822.

Should you not hear from us within three weeks of the closing date, we regret that your application has been unsuccessful on this occasion, however I would like to thank you for your interest in the post.

Feyi Carew
Human Resources Advisor
British Home

Job Description & Person Specification

Job Title:	Registered General nurse
Responsible To:	Home Manager
Reports To:	Clinical Lead
Line Management of:	Designated Group of Care Staff
Responsible for:	Designated Group of Care Staff and / or Ancillary Staff

PURPOSE OF POSITION

- To support the manager and other senior team members in all aspects of British Home's management and service provision. Working within policy guidelines ensuring that all relevant legislation, the organisations Policies and Procedures and Codes of Practice are adhered to.
- To assess, plan, deliver and evaluate resident care in order to achieve the highest standards of contemporary care.
- To help maintain in the home the atmosphere and practice of care based on the Home's mission and mutual respect between residents and staff.

PRINCIPAL RESPONSIBILITIES

CARE MANAGEMENT

- To take responsibility for ensuring that residents personal care needs are met, and to provide direct care where required
- Formulate and implement nursing care plans and ensure that care is provided in accordance with the care plan
- Maintain care documentation, ensuring accuracy, legibility and legality
- Organise the work of the care team to ensure the needs of the residents are fully met at all times
- To supervise the delivery of nursing care, promoting at all times high standards and act as a resource for all members staff
- To dispense and administer medication in accord with prescriptions, complying at all times with NMC guidelines and organisational policy and procedure, and to accurately maintain all relevant documentation
- To carry out effective ordering and stock control of residents' prescribed medication

- Attend and participate in resident review meetings
- To develop a good rapport with residents, their families, friends and visitors

TRAINING & DEVELOPMENT

- To assist in the induction and orientation of new members of the care team
- Identify any training and development needs and assist staff to maximise their potential
- Participate in the organisation's training programme and attend all mandatory and required training/update sessions as stipulated
- Undertake regular supervision and appraisal with designated group of staff in accord with organisational Policy and Procedure
- Promote continuous development in the workplace
- Promote and encourage care staff to participate in QCF training in accordance with organisational policies and procedures
- Be aware of and comply with NMC revalidation requirements

MANAGEMENT

- To be responsible for the smooth running of care at British Home in the absence of Home Manager and / or Assistant Manager
- To manage and supervise care and ancillary staff
- Understand the importance of maintaining appropriate staffing levels, reporting any shortfall and assisting in the effective cover of the home in the event of absence and sickness
- To apply the organisations disciplinary rules as laid down, until such time as the Home Manager can deal with the situation in person
- To ensure that correct accident and incident reporting procedures are followed in accord with organisational and legislative requirement
- Be conversant with and follow the policies of the organisation

GENERAL

- To participate in the sales and marketing activities of British Home
- To ensure the safety and security of the home and its occupants is maintained at all times
- Maintain good relationships with other professionals visiting the home
- To be aware of and understand the requirements of the Care Standards Act 2014
- To be conversant with the following NMC Codes:
 - a) Professional Conduct
 - b) Scope of Professional Practice
 - c) Standards for Administration of Medicine
 - d) Standards for Records and Record Keeping

- e) Confidentiality
- f) Exercising Accountability

- Maintain NMC professional registration
- Attend staff and departmental meetings as required
- Be aware of and fully comply with the requirements contained within the recruitment and employment procedures manual
- To comply with all statutory requirement and legislation i.e. Health & Safety, COSHH, Moving and Handling, Fire Safety, Environmental Health etc

This job description is not exhaustive, and you may be required to undertake other duties commensurate with your position at the request of the home manager or person in charge of British Home.

It is a condition of employment that this post is subject to a satisfactory Enhanced Disclosure and Barring check.

PERSON SPECIFICATION REGISTERED NURSE

Criteria	Essential	Desirable
Qualifications/Education		
Registered Nurse with current NMC registration.	Application Form	
Evidence of continuing professional and clinical development.	Application Form + Interview	
ENB 941 or equivalent.		Application Form
Moving and Handling Trainer.		Application Form + Certificate
Experience		
Experience of supervising, appraising, training and coaching a staff team.	Application Form + Interview	
Practical knowledge and experience or care planning.	Application Form + Interview	
Computer literate with experience of word-processing/spreadsheets/databases/e-mail.		Application Form
Post qualification experience in care of the elderly.		Application Form
Skills/Knowledge/Abilities		
Ability to maintain all aspects of confidentiality and the ability to comply with all legislative requirements in relation to service users and staff.	Interview	
Ability to communicate verbally in a clear, concise and succinct and assertive manner.	Interview	
Ability to listen in an open and reflective manner.	Interview	
Ability to write reports clearly and concisely.	Application Form	
Ability to liaise, build and promote positive working relationships with external agencies.	Interview	
Ability to lead and motivate a staff team, develop effectiveness and delegate tasks.	Interview	
Awareness of effective admin systems.	Application Form + Interview	
Ability to prioritise tasks and time manage.	Interview	

Criteria	Essential	Desirable
Skills/Knowledge/Abilities		
Ability to manage and facilitate change.	Interview	
Ability to negotiate and influence effectively.	Interview	
Ability to provide both a quality and customer focused service.	Interview	
Personal Qualities		
Sensitivity to the needs of older people.	Interview	
Willingness to be trained and developed.	Application Form + Interview	
Ability to use own initiative.	Interview	
Flexible approach to work.	Interview	
Circumstances		
Ability to work shift patterns that meet the needs of the organisation.	Interview	
Ability to undertake occasional travel.	Interview	
Mission		
Must understand the mission of the organisation.	Interview	
Equal Opportunities		
Demonstrate an understanding of the needs of different minority groups and be committed to Equal Opportunities and anti-discriminatory work practices.	Interview	
Health & Safety		
To be committed to promoting the highest standards in Health & Safety performance.	Interview + Strategy Paper	

Employment Terms and Conditions

Pay rate	£16.47 per hour	
Overtime rate	133% for hours over 37.5 or contracted hours whichever is the greater	
Annual leave	30 days (including public holidays) pro rata	
Breaks at work	Day staff: 1 hour for shifts over 6 hours - unpaid Night staff have a one hour paid break	
Sick leave entitlement	Length of service	Full Weeks
	0-6 months	Nil
	6-12 months	Nil
	12-18 months	4
	18 months – 2 years	8
	2yrs + over	12
	5yrs + over	14
		Note: First 3 days "waiting" unpaid
Probationary period	6 months	
Pension	Final Salary Pension Scheme	
Bereavement	Up to 1 week bereavement leave at managers' discretion	
Training	Excellent training opportunities	

Full details about British Home, our history and the people we support, can be found on our website at www.britishhome.org.uk.