

# JOB DESCRIPTION

**Post Title:** Registered General Nurse

**Employer:** Hafod Care Association Limited

**Responsible To:** The Registered Manager

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## **MAIN OBJECTIVES OF THE POST**

- To work as part of a team to provide and maintain professional standards in accordance with the principles of care as set out by the guidelines of the UKCC.
- To accept personal accountability for their own practice as a Registered Nurse and to work at all times within the UKCC Code of Conduct.
- To take responsibility for the day to day implementation of the care tasks appertaining to the holistic needs of the nursing residents in the Home.

## **PRINCIPAL DUTIES**

1. To provide a high standard of nursing care and to meet the needs of residents based on an assessment of their care needs in consultation with residents and their relatives.
2. To assist with re-assessment of the residents' needs, and re-evaluation of care – adapting and prioritising the planned care appropriately.
3. Delegation and supervision of duties to care staff.
4. Communication with outside Agencies and Medical Practitioners.
5. Ordering of drugs and medical supplies and the safe disposal of unwanted drugs, in accordance with accepted procedures.
6. Storage and administration of drugs including controlled drugs.
7. Routine observations and record keeping.
8. Care of wounds.
9. Care of percutaneous endoscopic gastrostomy and administration of feeds.
10. Stoma care.

11. To be aware of and adhere to the policies and procedures as laid down by Hafod Care Association, including the Equal Opportunities Policy.
12. The postholder must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.
13. All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998.

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The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

Signed.....  
[employee]

Date.....

Signed.....  
[on behalf of the Association]

Date.....

<b>PERSON SPECIFICATION: REGISTERED GENERAL NURSE</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	RGN [Part 1 or Part 12 UKCC Register]	*****
<b>WORK EXPERIENCE</b>	*****	Caring for the elderly
<b>SKILLS</b>	Work as team member Sympathetic Caring Proficient verbal and written communication skills Inter-personal skills Planning	*****
<b>SPECIAL APTITUDES</b>	Ability to work without supervision Professional approach Aptitude towards learning and personal development, taking responsibility for own professional development. Positive, constructive approach to problem solving.	*****
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>	Role model to care staff Common sense Tolerance Understanding	
<b>OTHER REQUIREMENTS</b>	Able to work at short notice when required	Good health record

**PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE.**

THE ASSOCIATION WILL ONLY REQUEST DISCLOSURES FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT

## **PAY AND CONDITIONS – REGISTERED GENERAL NURSE**

1. The hourly rate for this position is within the range **£10.81 - £11.79** and will be based on knowledge and experience. Cost of living rises are awarded in line with the NMC pay scale reviews.
2. Hours of work are negotiable by agreement with management.
3. Your paid holiday entitlement will be 5.6 working weeks per annum (pro rata).
4. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.