

JOB DESCRIPTION

Night Shift Charge Nurse (Care Homes)

Viewpoint Housing Association (VHA) is a registered non-profit making organisation providing a range of general needs housing, supported housing and care services for older people in Edinburgh, the Lothians and Fife.

Established in 1947, our primary objective is to improve the quality of life and well-being of our tenants and care home residents through promoting independence, enabling choice and offering peace of mind in a safe, secure and supported environment. VHA's continued strong financial performance provides the platform on which we will invest in homes that are fit for the future as well as developing and improving our customer services. Our customers at the heart of what we do and we are creating a culture of continuous improvement in the services we deliver.

At VHA, people matter, not just our residents but our staff. This is an exciting time in the organisation as we work together to shape and develop more customer-focussed services. We are committed to our customers, staff and our communities. These values inform our plans and decisions and underpin the delivery of our strategic objectives.

Working at VHA means working for an employer where people matter. It is important for our staff to be enthusiastic, genuinely caring and willing to learn.

Job Purpose

As a Registered Nurse holding Charge Nurse responsibilities you will report directly to the Care Home Manager and in her/his absence to the Depute Care Home Manager. You will support the Care Home Manager and Depute Manager in the provision of high-quality clinical nursing care to residents that reflects best practice and meets the Health and Social Care Standards in line with regulatory requirements.

You will act to uphold The Code of Nursing and Midwifery Council (NMC) promoting and delivering excellent professional standards of care within the Care Home, monitoring and maintaining the health and well-being of residents by assisting and guiding Staff Nurses and care staff through effective supervision and support.

You will support and assist your staff team by actively participating and overseeing the provision of direct resident care. You will problem solve, provide sound and practical advice to the care team, promoting the organisation's values, policies, procedures and behaviours.

You will be able to work with colleagues from a variety of backgrounds with an approachable and solution-oriented style; keen to support and drive the development of a positive working culture across the organisation and able to represent the organisation in all that they do.

Key Responsibilities

- As Charge Nurse, you will promote the highest standards of clinical nursing by maintaining good working relationships with the nursing and care teams, support and promote staff training and development, attending staff meetings, and encouraging input from the whole team on improvements to the care home service.
- You will ensure the provision of person-centred nursing care to residents which enables them to enjoy a valued and fulfilled life, including effective assessment, planning, implementation and evaluation of resident's care plans on the electronic care planning system (PCS) to ensure that their needs and wishes are met and implemented.
- You will support the nursing and care teams in their duty of care, ensuring that residents' assessed needs are met, and that residents and relatives are consulted with in the development of the care plan and involved in care plan review process.
- You will support the Care Home Manager or Depute Manager to carry out the assessment of possible new admissions to your area of responsibility. As part of the assessment process you will ensure that identified needs can be met as well as compatibility to integrate with other residents.
- You will, ensure compliance with all regulatory requirements, Health and Social Care Standards, Safeguarding, Health and Safety, Scottish Fire & Rescue Service and Environmental Health and work collaboratively with the Care Inspectorate and any other regulatory bodies identified.
- You are responsible for the safety and security of the care home building whilst on duty overnight, and you will ensure that full security checks and measures are carried out at the start of your shift and thereafter regular monitoring overnight.
- You are responsible for mitigating all potential fire risks overnight ensuring that all unrequired electrical appliance are turned off and unplugged and that fire doors are closed overnight.
- You will adhere to Viewpoint's Policies and Procedures at all times.
- You will ensure that you have full knowledge and understanding of the fire panel, process for raising the alarm, contacting the fire service, and what to do in the event of fire, resident fire evacuation plans (PEEPs), business continuity plan and evacuation plan.
- You are responsible for maintaining safe custody of all drugs and medications in your area of responsibility when on duty.
- You will administer medication in accordance with the best practice guidance, policies and procedures.
- You will ensure that stock is monitored throughout the "drug cycle" and ensure that adequate stock is in place during this period, as well as follow the pharmacy ordering process.
- You are responsible to ensure that any care staff assisting you with "controlled" drug medication has the knowledge, understanding and appropriate training to fulfil this task.
- In collaboration with Care Home Manager and Depute Manager, proactively respond to feedback, suggestions or complaints from residents, relatives or the staff team.
- Be a role model for the delivery of excellent standards of infection control being implemented across the service, in line with VHA Infection Control Policy and Procedure, Health Protection Scotland guidance and ensuring that all regulatory compliance is adhered to.
- Contribute, as part of the multidisciplinary team, to the development, implementation and maintenance of policies, procedures, standards and protocols to ensure adherence to regulatory requirements and the delivery of the highest level of care at all times.
- In collaboration with the Care Home manager or Depute Manager, support staff induction, training and development & ongoing/refresher training.
- You will participate in a "Champion Programme" taking responsibility for an identified area and undertake any training required, develop and deliver this training with members of the care home staff team, (examples include, Moving & Handling, Infection Control, Promoting Excellence in Dementia, Palliative/End of Life Care and infection Control).
- You will contribute to the auditing process system, as requested by the Care home Manager or Depute Manager to ensure that robust quality assurance systems are maintained within the service.

- In the absence of the Care Home Manager or Depute Manager, delegate night staff workload, considering staff experience and skill mix, and ensure efficient and cost-effective use of resources.
- You will be required to maintain active status on NMC register, act in accordance with NMC Code of Conduct and guiding documents and undertake any additional training responsibilities required to support staff development within the service.
- As part of the team you will be required to undertake named nurse responsibilities.
- Participate as part of VHA's response team as part of the business continuity response to major incidents such as fire and flood and our emergency on call rota.

Additional Responsibilities

Within organisational policies and delegated authority be responsible for:

- Care planning and other systems, its data and processes, including implementing, developing and integrating these as required.
- Alongside the Care Home Manager and Depute Manager contribute to budget planning, reviewing monthly accounts and manage spending and forecasting.
- All aspects of line management of Staff Nurses and care staff, including recruitment, induction, performance and absence monitoring and all training programmes internal and external as well as Elfy compliance.
- You will participate in supervising and assessing student placements and the learning & development of trainee senior carers & qualified senior carers as necessary.
- In conjunction with the Care Home Manager and Depute Manager you will ensure that the staff within your team are adequately trained to fulfil their roles and responsibility and contribute to their learning and development.
- Ensuring that staff "check-in's" are carried out regularly within your team, as directed by the Care Home Manager or Depute Manager and that sessions are private & confidential.
- Undertaking organisational training as required, including health and safety, GDPR compliance and Safeguarding for yourself and your team.
- Assessing and managing risk as it relates to your team objectives.
- Ensuring compliance with all relevant policies and procedures and when required contribute to the development of policies and procedures.
- Provide accurate and timely management information relating to your team's performance and how this contributes to overall business performance.
- Ensure that all Audits required are carried out timeously and action plans are developed where necessary for quality assurance purposes.
- To provide additional management cover as requested when necessary.

Behaviours

- Be a role model for staff and stakeholders, showing energetic, determined, flexible and positive leadership that will support our organisational aims and outcomes.
- Adopt a flexible leadership style with the ability to challenge as appropriate and able to give and receive constructive feedback.
- Embed a coaching culture within your areas of responsibility that upholds the values of the organisation.
- Provide clear, authoritative and impartial advice and interpretation of complex situations.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.

VHA Values

- Inspire with positive smiles and words
- Say 'yes I can and I will'
- Celebrate age, experience and wisdom
- Do according to our customers' wishes and ambitions
- Treat people (everyone is a VIP) as we would a "loved one"
- Work hard, have fun and laugh
- Stay courageous, creative and ahead of the game
- Work with those that share our values

PERSON SPECIFICATION

| 1. | Qualifications | D/E | Evidenced |
|----|---|-----|-----------|
| | Registered Nurse RGN or RMN | E | |
| | PG Dip Person-centred Practice: Advancing Care Home Practice (or willing to work towards) | D | |
| | Evidence of Continuing Professional Development | E | |
| | Management or Leadership Qualification | D | |
| 2. | Skills / Abilities | | |
| | Excellent verbal, written and presentation communication skills and the ability to work effectively with a range of stakeholders | E | |
| | Ability to be confident in taking the lead role in the nursing team and demonstrate excellent nursing skills | E | |
| | Excellent office/ICT skills in relevant software | E | |
| | Knowledge of GDPR and data protection legislation and guidelines | E | |
| | Strong organisational and administrative skills, ability to prioritise | E | |
| | Proven problem solving and planning capability with creative skills and the ability to meet deadlines | E | |
| | Self-directed, results driven and able to multi-task in a fast-paced, dynamic environment with continued attention to detail | E | |
| | Effective leadership skills, able to build confidence and motivate and improve performance and foster a supportive culture | E | |
| | Ability to network, build relationships and create successful partnership working opportunities | E | |
| | Ability to deliver excellent levels of customer service at all times | E | |
| | Ability to deliver change using range of influencing, negotiation, facilitation and process skills | E | |
| | Demonstrate digital approaches to your area of work | E | |
| | Ability to prepare, manage and monitor budgets | D | |
| 3. | Experience | | |
| | At least 3 years Post qualifying experience in the care of older people, preferably within a Care Home environment | E | |
| | Experience of managing/leading a team | E | |
| | Experience of assessing, planning, delivering, evaluating and supervising skilled nursing care programmes for older people and people with Dementia | E | |
| | Experience of working in the not for profit/charity sector | D | |
| 4. | Knowledge | | |
| | Excellent knowledge of and understanding of care home regulations and legislation | E | |
| | Working knowledge of Health and Social Care Standards | E | |
| | Knowledge of relevant Health & Safety Legislation | E | |
| 5. | Behaviours | | |
| | Highly self-motivated with effective leadership style and a self-managing "can do" attitude | E | |

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| | Determination and willingness to take on new challenges and responsibilities | E | |
| | Willing to challenge stereotyping, prejudice, discrimination and bias | E | |
| | Strong approach to performance management with the ability to define and measure outcomes of success | E | |
| | Strategic thinker, able to deliver a vision of the future organisation | E | |
| | Willing to be flexible in working hours and able to travel as required | E | |