



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. With an annual turnover in excess of £18m, we own 1340 properties across the areas with two care homes in Edinburgh

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, fuel efficient and are the best achievable standard whilst remaining affordable.

Our customers are at the heart of what we do and we are creating a culture of continuous improvement in the services we deliver and we want them to choose us as their preferred landlord and care home provider.

Job Title	Staff Nurse
Reports To	Care Home Manager
Department/Section	Care
Location	Head Office, 4 South Oswald Road, Edinburgh
Date	May 23

Job Purpose

As a Registered Nurse with "nurse in charge" responsibilities, you will report directly to the Care Home Manager and in her/his absence to the Depute Care Home Manager/Charge Nurse. 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 within the Care Home, monitoring and maintaining the health and well-being and comfort of residents by assisting and guiding the staff team through effective supervision and support.

You will support and assist your staff team with the provision of direct care resident care. You will problem solve, provide sound and practical advice to the care team in your area of responsibility, to ensure that the organisation's practices and policies meet the needs of the organisations values 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 a Registered Nurse, you will promote the highest standards of clinical nursing by maintaining good working relationships with peers 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 care team 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 the care plan review process.
- In your area of responsibility, 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 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.

- In your area of responsibility, you will develop excellent and effective communication with external partners and multi-agencies in of support resident and family needs.
- 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 will be expected to manage the clinical area in the absence of the Charge Nurse overseeing and promoting the highest standard of clinical nursing care.
- In collaboration with Care Home Manager, Depute Manager and Charge Nurse, 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 too.
- You will 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.
- 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.
- You will carry out the duties and responsibilities of the named Nurse for a group of residents.
- 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:

- Your team systems, data and processes, including implementing, developing and integrating these as required.
- Alongside the Care Home Senior Team contribute to budget planning, reviewing monthly accounts and manage spending and forecasting.
- All aspects of line management of for the care staff team, including recruitment, induction, training and development & ongoing/refresher training/all training programmes internal and external as well as Access LMS compliance and performance and absence monitoring.
- 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).
- Delegating daily workload, as and when required, considering staff experience and skill mix, and ensure efficient and cost-effective use of resources.
- 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.
- You will participate in supervising and assessing student placements and the learning & development of trainee senior carers & qualified senior carers as necessary.
- You will support and assist to ensure that the staff within your team are adequately trained, contributing to their learning and development to fulfil their roles and responsibility.

Viewpoint's Behaviours – you are expected to live our workplace behaviours:

- Be a role model for staff and stakeholders, showing energetic, determined, flexibility and positive behaviours that will support our organisational, values, aims and outcomes.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- 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.

Viewpoint's Values – you are expected to live our workplace 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

Staff Nurse

	Value of Criteria		Assessed at			
	Essential	Desirable	Application	Interview	Test	Presentation

QUALIFICATIONS & EXPERIENCE						
Registered Nurse RGN or RMN	✓		✓	✓		
PG Dip Person-centred Practice: Advancing Care Home Practice (or willing to work towards)		✓	✓	✓		
Evidence of Continuing Professional Development	✓		✓	✓		
Management or Leadership qualification		✓	✓	✓		
Experience in the care of older people, preferably within a Care Home environment	✓		✓	✓		
Experience of managing/leading a team	✓		✓	✓		
Experience of assessing, planning, delivering, evaluating and supervising skilled nursing care programmes for older people and people with Dementia		✓	✓	✓		
Experience of working in the not for profit / charity sector		✓				
KNOWLEDGE, SKILLS & ABILITIES						
Excellent knowledge of and understanding of care home regulations and legislation	✓		✓	✓		
Working knowledge of Health and Social Care Standards	✓		✓	✓		
Knowledge of relevant Health & Safety Legislation	✓		✓	✓		
Excellent verbal, written and presentation communication skills and the ability to work effectively with a range of stakeholders	✓		✓	✓		
Ability to be confident in taking the lead role in the team and demonstrate excellent nursing skills	✓		✓	✓		
Demonstrate your ability to support residents to make decisions and choices about their life that will enhance their comfort and promote their autonomy	✓		✓	✓		
Excellent office/ICT skills in relevant software	✓		✓	✓		
Knowledge of GDPR and data protection legislation and guidelines		✓	✓	✓		
Strong organisational and administrative skills, ability to prioritise	✓		✓	✓		
Proven problem solving and planning capability with creative skills and the ability to meet deadlines	✓		✓	✓		
Effective leadership skills, able to build confidence and motivate and improve performance and foster a supportive culture	✓		✓	✓		
Ability to network, build relationships and create successful partnership working opportunities	✓		✓	✓		
Ability to deliver excellent levels of customer service at all times	✓		✓	✓		
Ability to deliver change using range of influencing, negotiation, facilitation and process skills	✓		✓	✓		
Demonstrate digital approaches to your area of work	✓		✓	✓		
Ability to prepare, manage and monitor budgets	✓					
VALUES & ATTITUDES						
Ability to demonstrate a commitment to Viewpoint's values and behaviours	✓			✓		
Takes responsibility for professional development and training to support this	✓		✓	✓		
Team player with a positive 'yes I can and I will' attitude	✓			✓		
Proactive and flexible approach	✓			✓		
OTHER CONSIDERATIONS						
Willing to be flexible in working hours and able to travel as required.	✓		✓	✓		
Determination and willingness to take on new challenges and responsibilities	✓		✓	✓		
Willing to challenge stereotyping, prejudice, discrimination and bias	✓		✓	✓		

Strong approach to performance management with the ability to define and measure outcomes of success	✓		✓	✓		
Strategic thinker, able to deliver a vision of the future organisation	✓					