

Re: Nurse Manager vacancy at Rose Lodge

Thank you for your interest in the nurse manager position at Rose Lodge Private Nursing Home. This is an excellent opportunity to manage the care provided to the elderly and infirm at one of Lisburn's most respected homes. You will be responsible for managing our team of care staff to ensure high standards of care for our residents in accordance with statutory and regulatory requirements and to maintain our well established reputation in the area. The role will also involve the management of occupancy levels, liaison with local authorities and managing the homes care budget.

This challenging but rewarding position requires previous experience of working with the elderly in a similar care setting. The role demands excellent organisational and communication skills along with strong managerial and leadership experience. You will be a registered nurse (RGN) with an understanding of care service and delivery within a nursing home setting. NVQ level 4 status would be a particular advantage. Essential criteria and major responsibilities for the role are contained within this document.

Regards,

Iris McClure
Personnel Manager
iris@roselodge.co.uk
028 9267 6301

Essential Criteria

- First level nurse with five years post qualification experience
- Previous experience of managing a care home or similar setting for a minimum of two years
- Registered on the Nursing and Midwifery Council
- Successful track record in administration of care
- Empathetic and caring individual
- Good knowledge of industry guidelines including Regulation and Quality Improvement Authority and Health Care Trust standards
- Proven ability to manage staff and resources
- Available for on-call outside of working hours in cases of emergency
- Computer literate
- Excellent organisational skills
- Full clean driving licence and access to a car for business purposes

Desirable Criteria

NVQ Level 4 status would be a particular advantage.

Major Responsibilities

1. To manage the day to day running of the home with regard to the provision of care to residents.
2. To lead, guide and motivate your team of care staff.
3. To be flexible in your work patterns so as to meet the needs of the business. You should also be available on-call outside of working hours in case of emergency.
4. To ensure adequate staffing levels and appropriate skill mixes that allow a high standard of care to be maintained.
5. To be highly organised and demonstrate this to care staff so that a good system is in place to maintain records and documentation.
6. To be professional in your dealings with health care professionals, regulatory bodies, relatives of residents and prospective new clients.
7. To ensure individual plans of care are provided, implemented and evaluated for all residents that holistically reflect their needs. These care plans should be periodically reviewed as necessary to ensure the highest standard of care and quality of life is provided to each resident taking into consideration their individual needs.
8. To induct, teach and provide guidance to all nursing staff. To regularly assess their competency and provide feedback to nurses on their performance. This will take the form of appraisals and supervision checks.
9. To manage all aspects of care provision including medical supplies, nutritional requirements, medication (including receipt, storage, disposal, administration), seasonal vaccines, equipment checks and risk assessments.
10. To manage your own budget with regard to provision of medical supplies and equipment.
11. To undertake pre-admission assessments in a timely manner and supervise admission of new residents to the home.
12. To manage occupancy levels so that full occupancy is attained at all times within reason.

13. To investigate, document and report all complaints and incidents in a timely manner.
14. To liaise and report to a company director and care management on all changes of circumstances including hospitalisation, death, untoward incidents, change of accommodation/services and complaints.
15. To organise and attend staff meetings that are informative and productive and which encourage participation from staff.
16. To support the Operations Director in ensuring the future growth and success of the company by delivering a high quality service and by offering suggestions for improvement.
17. To be available for RQIA and HSCT inspections as required.
18. To conduct care in such a way so as not to bring the home or its residents into disrepute.
19. To maintain confidentiality regarding all aspects of care and management of the home at all times.