

## JOB DESCRIPTION

<b>Job Title</b>	Day Nurse
<b>Reporting to:</b>	Clinical Lead
<b>Main purpose of Job</b>	<p>To be medically responsible for adults with learning and physical difficulties;</p> <ul style="list-style-type: none"> <li>• Assess and support individual health needs</li> <li>• Act as advisor for staff and parents</li> <li>• Provide nursing care, and support adults with complex health needs</li> <li>• Work as part of a multi-disciplinary team supporting adults to access the community as part of a person centered approach</li> <li>• Implement/maintain health action plans</li> <li>• Attend annual reviews/write reports</li> </ul>
<b>Main duties:</b>	
<ul style="list-style-type: none"> <li>• Manage the day-to-day running of the surgery.</li> <li>• Work within a multidisciplinary group providing clinical advice and support, delegating responsibilities as appropriate.</li> <li>• Support non-nursing staff in training for individuals health needs on a daily basis.</li> <li>• Be responsible for assessing and prioritising health needs.</li> <li>• Participate in administration of medication as required following the policies and procedures of Dame Hannah Rogers Trust.</li> <li>• Monitor physical conditions and any effect of medication or activities on their Health</li> <li>• Be aware and act within the agreed policies on the provision of vulnerable adults, liaising with other personnel in the prevention and early detection of abuse.</li> <li>• Liaise with colleagues to ensure continuity of care.</li> <li>• Receive and follow up information and actively communicate with other health professionals and staff.</li> <li>• Provide first aid to staff and adults when appropriate and maintain relevant records.</li> <li>• Ensure safe storage, administration and disposal of medication, keep documentation up to date, and clear.</li> <li>• Actively be involved in the direct care of all adults, supporting individual health needs and have a holistic approach in social inclusion and community participation.</li> </ul>	

[www.discoverhannahs.org](http://www.discoverhannahs.org)

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### EDUCATIONAL

- Maintain professional expertise through courses, study days and self-directed learning in accordance with NMC Guidelines.
- Up to date evidence of continuing professional development.
- Keep abreast of current trends, developments and research in the nursing profession in general and in the promotion of positive health.

### ADMINISTRATIVE

- Keep contemporaneous, legible and accurate records and reports, on a daily basis as required by the NMC.
- Be aware of the implications of the Health and Safety at work Act and report any accident or untoward incident in accordance with the recognised policy.
- Be aware of the implications of the requirement of the Data Protection Act, and the NMC guidelines pertaining to confidentiality.
- Report any incidents/drug errors in accordance with Trust Policy.

## General Duties

### VALUES

- To act as a positive and professional ambassador in order to support the Trust's mission and profile
- Facilitate good practice in others by acting as a role model at all times
- Respect and value all students and staff within the Trust

### SAFEGUARDING

- To adhere to and follow adult protection policies and procedures, in order to promote the safety of all service users at all times.
- Understand your responsibility in reporting any unacceptable behaviour/ safeguarding issues involving staff in a confidential, timely manner and complying with policies and procedures as required.
- Follow all policies and procedures of the Trust relating to your employment at all times  To keep up to date and comply with relevant legislation and good practice

### HEALTH AND SAFETY

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

### EQUALITY AND DIVERSITY

The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

## CONFIDENTIALITY

The post holder must maintain appropriate levels of confidentiality at all times about adults with disabilities, staff and other Trust business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

## COMMUNICATION

- Communicate with everyone on site effectively and appropriately at all times
- Communicate with all staff effectively and appropriately at all times
- Share experience with colleagues to allow for continued improvement in communication
- Attending relevant meetings as required
- Attend appropriate training to enable effective communication with service users
- To keep appropriate, clear, accurate and timely records as required in line with Trust policies and legislation

## TEAMWORKING

- Build and maintain good working relationships with colleagues/staff, and external contacts as appropriate
- Liaising, co-operating and support colleagues/staff within own department and other departments as required, in a professional and timely manner, especially in relation to an activity that will directly impact on service users well-being and safety

## PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Trust policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills.
- Undertake any extended training required to ensure continued professional development

## FLEXIBILITY

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post.