



## ***JOB DESCRIPTION***

**Job Title:** Nursing Team Leader

**Reporting to:** Clinical Lead

### ***Job Purpose***

The nursing team leader ensures high standards of nursing care while facilitating an atmosphere that enables residents to live as independently as possible. The team leader is expected to promote the home's policies, philosophy of care and CQC standards, as well as supervising and mentoring the RGNs/RMNs.

### ***Job Duties***

#### **Nursing:**

- Ensure that you always have a valid PIN registration.
- Ensure that the clinical needs of the home meet national required standards.
- Ensure the safe delivery of nursing care, maximising nursing and other resources.
- Organise the implementation of the planned programme of care as set out within individual care plans, ensuring that it meets residents' physical, psychological, spiritual, care and all other needs, using the agreed model of care.
- Assist with pre-admission assessments and arrangements necessary for admissions to the home.
- Regularly evaluate and review the effectiveness of care plans, implementing changes in care when outcomes do not meet care plan goals.
- Be responsible for the safe ordering, administration, and storing of drugs and treatments, as prescribed and in accordance with the home's policies and NMC guidelines.
- Organise and maximise the potential of nursing time and the use of equipment, taking into account residents' dependency levels.
- Share information, where appropriate, with key partners, working to data protection and Caldecott principles.

#### **Management:**

- Demonstrate both clinical and managerial leadership to a team of nurses and care staff, allowing opportunities for staff to communicate openly and positively.



- Provide a visible, accessible and authoritative presence within the clinical areas of responsibility for patients, relatives and staff, offering help, advice and support at all times.
- Pass on skills and knowledge to other staff.
- Assist with the recruitment and induction of nursing and care staff.
- Organise, formulate agendas for and hold regular staff meetings.
- Communicate with the clinical lead or manager keeping him/her fully informed of any changes in residents' health, well-being or social interaction and issues relating to staff, the home environment, members of the home's multi-disciplinary team and other providers of care and services or communication with residents and families.
- Be aware of staff educational needs, communicating these to the manager. Take every opportunity to see that all staff have the appropriate skills and knowledge to deliver competent and timely patient care.
- Conduct staff supervisions and appraisals.
- Ensure that all new staff receive a full induction programme and help the home manager to support them during their induction period.

#### **General:**

- Be aware of the need for budgetary control, ensuring the cost-effective use of resources.
- Be aware of the administrative arrangements for the day-to-day running of the home.
- Ensure that staff understand and comply with the health and safety policy.
- Facilitate good relationships with the wider local community and convey a caring and positive image of the home.
- Always maintain a high standard of care to meet the goals set out in the statement of purpose, core values, aims and objectives and the home's philosophy of care.
- Ensure that confidentiality is always maintained.
- Identify and action own development needs and keep abreast of new advances in nursing practice, as specified by NMC PREP.
- Develop and maintain own competence in basic and advanced clinical skills.
- Complete all mandatory training to ensure that you are competent to fulfil the responsibilities of your role.
- Work weekly contracted hours on a rota system, as mutually agreed with the clinical lead, including at weekends and during public holidays.

#### **Specific Qualifications/Skills/Attributes**

- RGN/RMN qualified
- A valid NMC PIN number
- At least two years' experience of working in a similar role within a care home



- Excellent written and oral communication skills
- Ability to react calmly and considerately in emergencies
- Good organisational skills and attention to detail

**This job description is not exhaustive and other duties may be required according to the needs of the home.**