



Vital HealthCare Services Ltd - JOB DESCRIPTION

Job Title: Staff Nurse/Therapy Coordinator

Reports to: Registered Manager

Professionally Accountable to: The Directors

Main purpose of job

The post holder is responsible for the assessment of service user care needs – developing therapy based care plans/risk management plans.. The post holder is also responsible for the development, implementation, and evaluation of programs of care and supporting the care of all service. As an experienced nurse, counsellor, psychotherapist (and as appropriate), you will assist in the management and organisation of work as required, ensuring effective communication is maintained at all times, providing support for junior staff. You will play a key role in the supervision and assessment of all learners and unregistered staff, providing a teaching role and acting as a named supervisor. In addition the post holder will undertake assessments of referred service users as and when required.

Responsibility for Service user care

1. To assess, plan, implement and evaluate the physical, social and psychological condition of the service user,
2. To practice in accordance with the professional, ethical and legal framework for nursing,
3. To discuss and agree short, medium or long term goals; prioritise care and develop plans with the service user, family and health care teams,
4. To support service users, encouraging them to promote their own health and wellbeing and to express their interests and concerns
5. To undertake nursing interventions consistent with evidence based practice, transferring and applying knowledge and skills to meet service user needs
6. To provide support and care for the service user and his/her family respecting their need for privacy and dignity,
7. To monitor the effectiveness of nursing care and adjust the programs of care where indicated,
8. To utilise highly developed physical skills e.g. in preparing and giving injections, medication, following person centred care plans,
9. To maintain accurate and legible patient notes (written and electronic) in accordance with Vital HealthCare and national professional policies and guidelines,

10. To obtain people's informed consent and discuss the implications of the whole assessment process,
11. To refer people to other practitioners when needs and risks are beyond one's own scope of practice,
12. To liaise with the service users' multidisciplinary teams, coordinating and participating in case discussions as required

Communications and leadership

1. To communicate with people in an appropriate manner to ensure level of understanding incorporates preferred ways of communicating, culture and background,
2. To effectively communicate complex and sensitive information,
3. To agree the arrangements for communication with the service user/family/carer, and to document these in accordance with Vital HealthCare policy and the service user's right to confidentiality,
4. To influence and prioritise the development of knowledge, ideas and work practice in self and others
5. To competently receive sensitive information concerning service user's medical/physical/mental condition and provide information using persuasive, reassuring skills as required e.g. Bereavement/special needs/ learning disabilities.
6. Ensure that essential information on the service user's condition and progress is recorded by self and team members appropriately according to NMC guidelines.
7. To communicate with a wide range of people, to explore complex issues and to make complex decisions,
8. To encourage others to seek advice and solutions to problems,
9. To identify and manage challenging behaviours.

Planning and organising

1. To prioritise the care requirements for identified service users,
2. To monitor the work and performance of junior colleagues providing constructive feedback, advice and on-going support,
3. To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people,
4. To assist in the management and organisation of work as required,

5. To organise and monitor the work and performance of junior colleagues providing constructive feedback, advice and on-going support,
6. To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.

Responsibilities for Human Resources

a) Personal and people development

1. To assess and identify own development needs with support of mentor in relation to knowledge and skills required to meet the demands of the job,
2. To take responsibility for their own continuing professional development and maintenance of personal development plan,
3. To undertake annual mandatory training updates and other relevant courses in line with Vital HealthCare and local policies,
4. To act as a role model and support professional development of all students and junior staff,
5. To act as an associate mentor to assigned learners and support them through their competency assessments as required,
6. To act as a mentor to assigned learners and to teach and support them through their competency assessments as required,
7. To identify own development needs and take responsibility for their continuing professional development and performance whilst maintaining a personal development plan.

b) Management of people

1. Responsible for providing day to day co-ordination of staff/learners,
2. To report performance issues to the registered manager/directors,
3. Diffuse challenging behaviour, ensuring that the situation is managed in a sensitive way,
4. To assume responsibility and management of the service in the absence of the registered manager,
5. To ensure appropriate staffing cover in conjunction with Senior Support Staff,
6. To allocate work, assess performance and provide clear feedback to team members,
7. To contribute to team culture positively,
8. To ensure effective use of material resources/supplies in consultation with senior staff,

9. To ensure service users' valuables and belongings are managed according to Vital HealthCare policy,
10. To monitor, control and store resources/supplies according to the requirements and specifications of the environment.

Partnership working/service development

1. To adhere to Vital HealthCare policies and procedures relating to own workplace,
2. To offer constructive views on how the existing service and team work can be evaluated and improved upon,
3. To contribute to service development.

Analysis and data management

1. Undertake data collection effectively using the agreed systems.

Research, Development and Audit Quality

1. To ensure own actions promote quality and alert others to quality issues,
2. To participate in setting and maintaining optimal standards of care,
3. To keep up to date and act consistently with quality standards and guidelines,
4. To have an understanding of the quality agenda and how standards of care can be maintained,
5. To monitor the quality of work in own area and bring to the attention of others quality issues.

Audit

1. To participate in audit/benchmarking supporting the introduction of a change in practice if indicated,
2. To contribute effectively to evaluation studies (e.g. service user satisfaction surveys).

Equality and Diversity

1. To recognise the importance of people's rights and interpret them in a way that is consistent with Vital HealthCare's procedures, policies and legislation,
2. To challenge behaviour that infringes the rights of others,
3. To identify and take action where necessary to address discrimination and oppression.

Health & Safety

1. To monitor and maintain health, safety and security of self and others in own work area,
2. To identify and assess potential risks in work activities and how to manage these risks appropriately,
3. To work within legislation and Vital HealthCare procedures on risk management,
4. Take immediate and appropriate action in relation to adverse incident reporting utilising the incident reporting system,
5. You have a personal responsibility to support your department in reducing infection. You must comply with Vital HealthCare's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Governance

1. Ensure Vital HealthCare Information Governance policy and best practice is followed (including confidentiality and data quality) to ensure data quality is maximised and confidentiality of information is maintained and applied to all data recorded, utilised and reported on.
2. To undertake all duties having regard to the professional body or the NMC 'Code of Professional Conduct' for nurses.
3. Clinical Governance is guided by Vital HC's protocols and codes of conduct.
4. To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent; this includes use of medical equipment.

Vital HealthCare takes seriously its commitments to continuous improvement/development; it is likely that the post will evolve over time. These duties will be subject to regular / appraisal and any amendments will be made in consultation and agreement with the post holder.