

JOB DESCRIPTION

Job Title	Night Duty Nurse
Reporting to:	Lead Nurse
Main purpose of Job	<p>To be responsible for, and to meet the healthcare needs, for Young Adults with complex learning and physical difficulties. Including;</p> <ul style="list-style-type: none"> • Assess and respond to individual health needs • Act as support for staff and parents • Provide nursing care, promote good health and well-being • To directly supervise and delegate appropriately to Clinical Support Assistants. <p>To take overall responsibility for the delivery or call care provision during the night</p>
Main duties: Role Specific	
<ul style="list-style-type: none"> • To meet the identified nursing interventions of individual Young Adults during the night • To take responsibility for the delivery of healthcare provision throughout the night • To supervise and delegate appropriately (within specific skill sets), clinical and care tasks to the Clinical Support Assistants. • To ensure that night support workers are deployed across the services to ensure safe and effective care. • Be responsible for assessing and prioritising complex health needs and coordinate the access of external professionals when assessed as required. • Participate in administration of medication as required following the policies and procedures of Dame Hannah Rogers Trust. • Be aware and act within the agreed policies on safeguarding vulnerable Adults, liaising with others in the prevention and early detection of abuse. 	

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Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ

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- Liaise with colleagues to ensure continuity of care.
- Receive and follow up information and actively communicate with parents/guardians and other health professionals.
- Actively be involved in the direct care of all young adults, supporting individual's health needs.

CLINICAL GOVERNANCE

- To receive and provide effective handover, to ensure that all aspects of ongoing healthcare needs are followed up, actioned and that all members of the nursing team are made aware
- To provide training of Clinical Support Assistants and Night Support workers, to ensure that they are equipped with knowledge and skill set to meet the needs of the Young Adults.
- To complete Competency assessments on both Clinical Support Assistants and Night Support Workers to ensure that the level of competency is maintained and that they are able to meet the needs of the Young Adults
- To proactively complete medication stock checks as set out by the Lead Nurse, in a timely and responsive manner. Ensuring that all members of the team are aware of stock levels that are low and could affect the Young Adults' access to their prescribed medication.
- To complete delegated tasks by the Lead Nurse, to complete and support the completion of medication ordering, to ensure the Young Adults have access to their prescribed medications.
- To ensure that appropriate clinical equipment and medication checks are completed throughout the night, so that equipment and supplies are in safe working order and available for use in an emergency.
- To update handover documentation, with appropriate and up to date details. So they can be used throughout the day by all members of the nursing team to provide safe effective care.
- To ensure that clinical assessments are completed and reviewed as set out on the individual assessments.
- Ensure that named Young Adults Care plans, protocols and procedures, are accurate, legible and up to date.

Managerial and Coordination.

- To oversee all members of the night staff, ensuring that they are deployed and skilled to meet the needs of the Services during the night.
- To supervise and manage the Clinical Support Assistants, completing Supervisions, Appraisal, Probations, training, Return to work as required.

- To ensure that Return to works, supervision, appraisals and probations are completed for night support workers, either directly or as a delegated task to the Clinical support Assistants.
- To take appropriate action to ensure that the incidents, accidents and complaints are reported correctly in line with Trust Policy. Taking the lead, to ensure that any appropriate initial action is undertaken and recorded.

EDUCATIONAL

- Maintain professional expertise through courses, study days, self-directed learning and link nurse role.
- Keep abreast of current trends, developments and research in the nursing profession in general and in the promotion of positive health.
- Disseminate knowledge to other nurses and carers as part of the multi-Disciplinary team.

ADMINISTRATIVE

- Keep contemporaneous, legible and accurate records and reports, submitting returns as required.
- 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 UKCC guidelines pertaining to confidentiality.

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 child/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 students/young people/young adults, 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.