

JOB DESCRIPTION

JOB TITLE:	Unit Manager
RESPONSIBLE TO:	Home Manager
RESPONSIBLE FOR:	All Personnel within the Home
ACCOUNTABLE TO:	Regional Director

Care UK's Values

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

Job Summary

To lead the care team during any allotted span of duty, ensuring that the personal care of the residents is maintained on a daily basis according to individual needs and capabilities.

To actively promote and encourage as much personal independence and choice as possible in the activities of daily living undertaken by the residents within the Nursing Home.

To act as the Company's representative on site, promoting the Company's image and ensuring compliance with all statutory regulations regarding nursing homes

Key Responsibilities

- To ensure that the care, welfare and safety of all residents in the nursing home is of the highest possible standard, taking full responsibility for adherence to statutory regulations.
- To promote and maintain good interpersonal relationships between staff/residents and staff/relatives.
- To be responsible for the admission of any new residents to the Home for the purpose of assessment/evaluation, and establishment of a good mutual relationship.
- To be responsible for a physical/psychological assessment of new residents on admission to Homes.
- To institute individualised nursing care plans according to the nursing process.
- To institute individual therapy plans, in consultation with other health professionals as appropriate.
- To update existing nursing care plans for every resident according to changes in the status of the resident on a daily basis.
- To be aware of psychological change in residents and report such to the Home Manager or Senior Nurse.
- To disseminate any relevant information regarding new or existing residents where appropriate, remembering the principles of confidentiality.
- To be responsible for the safe administration and recording of all medication prescribed by the resident's medical practitioner.
- To be responsible for the custody and safe dispersal of all medication brought into the Home, by either residents or the pharmacist.

Unit Manager

Version 1: December 2011

Owner: Operations Director RCS

- To act as advocate as and when appropriate..
- To liaise with visiting members of the medical and associated professions who may visit the nursing home and record outcome of the same, and ensure that prescribed or recommended treatment is carried out.
- To liaise with relatives as appropriate and record outcome of same.
- To supervise all dietary needs of residents as appropriate and ensure that individual requirements are met as far as possible.
- To ensure a safe and comfortable environment for the residents and to make the nursing home as stimulating and attractive to live in as possible.
- To be responsible for the care and protection of patients' property.
- Observe requirements of the Mental Health Act 1983 where applicable.
- To be familiar with the location of all documents appertaining to statutory requirements that you may be required to show in inspecting bodies.
- To be available at all times to discuss any queries or concerns that anyone wishes to raise within the Home.
- To ensure that confidential information regarding residents, and staff received from the Home Manager is safeguarded.
- To ensure that the welfare, morale and safety of all nursing personnel in the Nursing Home is of the highest standard.
- To be involved in any staff training/teaching orientation programmes as required, and to take an active interest in promoting new concepts of care after consultation with the Home Manager.
- To attend such training programmes/courses as are available and necessary to keep up to date and further existing knowledge.
- To inform the Home Manager of the condition/progress of all residents on a daily basis.
- To seek advice from the Home Manager if in any doubt about policy/procedure to be followed on any untoward occurrence in the nursing home.
- To ensure that the Company's image is projected in the appropriate way, by promoting the professional appearance/manner of all members of the nursing home team.
- It may be necessary to assist in the recruitment of staff for the home as directed by the Home Manager and in accordance with the Company's procedures.
- Maintain efficient control and use of contract, bank and agency staff ensuring that staffing levels are in accordance with Company policy.
- Instigate investigation into complaints or accidents involving residents and/or staff.
- To ensure compliance with all statutory requirements in record keeping, documentation, time, health and safety and security as detailed in the Company's policies.
- Ensure that any non-nursing home personnel including contractors are monitored.
- Ensure that the correct supplies are purchased from the nominated supplier.
- To undertake any specific duties as delegated by the Home Manager on an ad hoc basis.
- Due to the senior nature of this post there will be a requirement to undertake duties which may initially appear to be outside the remit of this job description, and may involve additional working hours. These are to be undertaken on an ad hoc basis as delegated by the Home Manager.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

Health and Safety

As an employee of Care UK, the postholder has a duty under the Health and Safety at Work Act 1974, to:-

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

Name of post holder

Signature

Date

HAZARDS					
Laboratory specimens	√	Clinical contact with patients/residents	√	Performing exposure prone invasive procedures	
Blood/body fluids	√	Dusty environment		VDU use	√
Radiation		Challenging behaviour	√	Moving and handling	√
Solvents		Driving		Noise	
Respiratory sensitisers		Food handling	√	Working in isolation	

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Degree • Certificate • A Levels • GCSEs (or equivalent) including English and Maths 	Evidence of <i>(ie further training)</i>
Experience	<ul style="list-style-type: none"> • Experience of 	Experience of
Technical Skills	<ul style="list-style-type: none"> • The ability to 	An understanding of
Personal Qualities	<ul style="list-style-type: none"> • Builds effective and credible relationships both internally and externally • Works collaboratively with others sharing ideas and information at all times • Has the ability to delegate stretching responsibilities to develop people • Effectively builds trust with a consistent approach between actions and words • Has the ability to raise standards through innovation and new ideas • Will take responsibility for issues and resolve them. 	