

### **Job Description: Nursing House Manager**

#### **Job summary:**

- The role of Nursing House Manager at Vida Healthcare requires a strong passion and commitment to enhance the specialist services we deliver.
- You must have a positive, flexible attitude and wholly adopt a person-centred ethos, exhibiting empathy and a desire to maintain excellent industry knowledge.
- As a role model you will show leadership qualities through an inspirational and passionate approach to achieve quality dementia care.

#### **Professional requirement:**

- Current registration with the Nursing and Midwifery Council (NMC), with no restriction.
- Minimum of 3 years post qualification experience in dementia care services.
- Commitment to attending Student nurse mentorship program and to continuous updates.
- Commitment to becoming dementia mapper.
- Legal right to work in UK.
- Clear DBS and any restriction must be disclosed at application stage.
- Working Hours will be based on 40 hours per week. Working hours include 24 per week, (comprised of two 12-hour shifts) working on the floor as part of the house team. The balance of hours is to be worked as per the needs of the business and the company reserves the right to specify working days and times.
- There is an expectation that salaried staff must work overtime on occasion. Any hours worked in excess of 10% of the contract may be given as time in lieu subject to the home manager's discretion and approval. Full shifts worked on the floor in excess of the contract hours may be paid at the overtime rate of the current house manager hourly rate plus 20%.
- Preference to be a holder of full current driving licence valid for use in the UK.

**Professional responsibilities:**

| Responsibilities   | Job specifications  |
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| <b>Ensure delivery of quality dementia care</b>  | <ul style="list-style-type: none"> <li>• Support management with enquires and ‘Show Around’ visits</li> <li>• Support management with assessment of new potential residents. Complete pre-assessment paper works (FNC, initial assessment, care profile, life history, support family during admission, organising care lead/key worker).</li> <li>• Ensure staff follow Company Admission Policy and Procedures by achieving agreed time scale for risk assessment and care profile completion.</li> <li>• Responsible to achieve all audit objectives set by management.</li> </ul>   |
| Continually assessing our residents’ needs and wishes, developing the service to enhance their quality of life |   |
| <b>Champion quality dementia processes</b>   | <ul style="list-style-type: none"> <li>• Develop, review and audit of care plans to meet Residents changing physical, social and psychological needs.</li> <li>• Clinical awareness of mental capacity and human rights through monitoring capacity assessment, deprivation of liberty safeguards assessments, future wishes and advanced decisions.</li> <li>• Participate and structure a programme of Dementia Care Mapping.</li> <li>• Support nursing team to adapt care profiles following outcome of care mapping.</li> <li>• Support the Care Lead to develop an individual daily plan regarding social and activity engagement.</li> <li>• Initiate multidisciplinary meetings including Gps, CCG, LA, safeguarding team, Continuing Health Care Team, Dols, CQC and NOK.</li> </ul> |
| Work alongside management auditing quality dementia services and Person Centred Approach                       |   |
| <b>Ensure compliance with all legal, regulatory and best practice guidelines</b>                               | <ul style="list-style-type: none"> <li>• Awareness of CQC regulations, LA quality standards and expectations, Health and Safety, COSSH, Food hygiene.</li> <li>• Monitor staff practices and promote reference to Company Policies and Procedures.</li> <li>• Prevent, identify and report any situations that highlight safeguarding concerns and take prompt action.</li> <li>• Following quality audit findings, support management team to take corrective action to improve overall service delivery.</li> <li>• Create time specific action plans to achieve positive outcomes.</li> <li>• Ensure accurate record keeping as per company policy and NMC guidelines and promote confidentiality on all aspects of working practice.</li> </ul>   |

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| <b>Leadership</b> | <ul style="list-style-type: none"> <li>• Develop a communication style that will achieve positive outcomes for residents, families, staff and multidisciplinary teams.</li> <li>• Demonstrate an understanding of current professional issues and relevant research.</li> <li>• Modelling / monitoring practices as a leader and role model.</li> <li>• Use coaching techniques and empower staff to work with confidence and knowledge while sharing best practice.</li> <li>• Support staff to achieve their own professional goals identified during supervisions and appraisals.</li> <li>• Identify key areas of development to promote staff confidence and skill.</li> <li>• Participate in induction and teaching programmes to students and members of staff to include supervision, preceptor ship and training.</li> <li>• Be responsible for creating a balanced skill mix to support best quality service by overseeing rotas and holiday management.</li> <li>• Be responsible for absence management.</li> </ul> |
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**Clinical responsibilities:**

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| <b>Oversee all aspects of medicine management</b> | <ul style="list-style-type: none"> <li>• In depth knowledge of Company Medication Policy and NMC Guidelines.</li> <li>• Show a high level of competency in relation to Medication Administration.</li> <li>• Monitor staff competency and compliance with Medication Policies.</li> <li>• Oversee day to day working practices and organise training and refresher sessions relating to medication administration and awareness.</li> <li>• Organise Medication Competencies (minimum of yearly review).</li> <li>• Strict audit and review of following classification: psychotic medication, antidepressant, benzodiazepine, pain management, anticipatory drug, variable dosage (e.g. diabetic medication, Parkinson medication, Warfarin), controlled drugs, night sedation</li> <li>• Creating open communication with local/community pharmacist, GPs and all identified staff connected with all aspect of medication ordering, administration and disposal</li> <li>• Action plan outcomes following weekly and monthly medication audits and take prompt actions for any drugs errors and /or discrepancies.</li> </ul> |
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|                        | <ul style="list-style-type: none"> <li>• Maintain a clear communication pathway with Management in relation to identified medication issues.</li> </ul>  |
| <b>Clinical skills</b> | <ul style="list-style-type: none"> <li>• Show a high level of competency in own clinical skills.</li> <li>• Identify clinical deficits and consult with management team to organise appropriate training for self and team to meet client care needs. Company minimum clinical competencies include wound care management, infection control, syringe driver training, venepuncture, catheterisation male/female, tissue viability, pain management, end of life care, verification of death, risk assessments</li> <li>• Assess the health and nursing care needs of residents within their individual care environment and lead clinical staff to develop, implement and evaluate care plans in partnership with the resident, family and multidisciplinary team</li> <li>• Assess and prescribe nursing equipment within existing resources and advise residents / carers on the use of same. Document any areas of unmet need and take necessary steps to explore how this can be addressed.</li> <li>• Maintain and develop professional expertise and knowledge in specific dementia field to adapt any clinical intervention practices in the best interest of the resident.</li> <li>• Demonstrate excellent standards of incident/accident and emergency situation management including: immediate action to be taken, preventive measures and corrective actions, recording systems and reporting systems.</li> <li>• Participate in the Company Quality and Clinical Governance Programme including audit of care and services delivery. Support Management in achieving action plans and reviews.</li> </ul> |

### General requirements

- Adhere at all times to Company Health and safety Policies and maintain a clean, uncluttered and safe environment for residents, members of public and staff.
- Adhere at all times to Company Policies relating to Conduct including Confidentiality Policy, Smoke Free Policy, Standards of Attendance, Appearance and Behaviour.
- Take responsibility for their own ongoing learning and development in order to maximise their potential.



- Represent Vida Healthcare to provide the highest possible standard of service to residents and members of the public, by treating all those with whom they come into contact with in the course of work, in a pleasant, courteous and respectful manner.

**This job description indicates the main duties and responsibilities of the post.  
It is not intended as a complete list and may be subject to review periodically.**