



Regional Excellence Global Reach

Job Description

Nurse





What This Document Contains



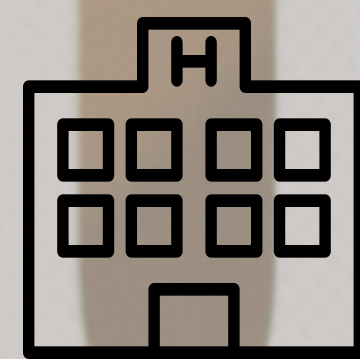
Who we are

An introduction to Holistic Recruiters



Job Description

What responsibilities you will have and what will be expected of you



About the Service

All you need to know about the place of work



Benefits

All the extra advantages you will gain whilst working with us.



Contact Details

Contact details for any inquiries



Who We Are

Holistic Recruiters Ltd offer a range of care services to support people living in their own homes. Our aim is to enable service users to live their daily lives to the full, knowing that with our team, they have choice, support, safety and professional assistance that they can rely on. Our staff will always put the person at the centre of care, providing a complete care package tailored to the needs of the individual. The care package is reviewed on a regular basis to ensure that it continues to meet the needs of the service user.

Supporting the Individual

We will:

- Take time to understand the daily routine of each service user- cultural needs and beliefs, personal care, activities, leisure interests and domestic tasks.
- Maintain the individual's dignity and privacy.
- Offer support to develop new skills and increase confidence.

Health Management

We will:

- Help the service user to identify any health needs they may have.
- Assist with the management of health needs by giving support i.e. attend any health care and dental appointments.
- Give support to manage any medication, should this be required.
- Continually promote health and aim to increase the service user's knowledge about how to maintain a healthy lifestyle.

Risk Management

We will:

- Provide service users with an individual risk assessment and strive to provide the best opportunities and choices within this framework.
- Give individuals the freedom to try different activities and experiences.
- Manage responsibly any risks relating to health, neglect, violence, aggression, self-harm or harm from others, exploitation and community access.
- Hold the following policies: Equality and Diversity policy, Equal Opportunities policy, Human Rights policy and Safeguarding Adults policy.





Job Description

Post: Nurse

Responsible to: Manager/ Registered Manager

Location: London SW5

Working hours: 48 hours or more

Contract type: Temporary/Permanent/Temp to Perm



Job Overview:

- Nurses plan and provide medical and nursing care to patients in hospital, at home or in other settings who are suffering from chronic or acute physical or mental ill health.

Key Responsibilities:

- Provide care to patients and residents based on their care plan outlined by their doctor
- Accurately monitor and record observations on patients' conditions. Maintain accurate records of resident's care, financial procedures, and medication administration
- Identify care planning needs
- Carry out risk assessment
- Record patients' vital signs and medical information
- Re-evaluate patient care plan as conditions change.
- Consult and coordinate with other healthcare team members
- Direct or supervise less experienced nursing staff
- Monitor patients' diet and exercise
- Prepare patients and assist with treatments, surgery, or exams as needed
- Manage stocks of supplies
- Ensure storage and disposal of medication is carried out according to policy
- Participate in clinical improvements and offer ideas on clinical and non-clinical policies
- Assist with the investigation of complaints by patients or family members
- Maintain continuing education and licensing requirements
- Report any issues that arose during each shift

Do's and Don'ts



- Act as a companion for your client.
- Listen to them when they are speaking.
- Pay attention to their surroundings.
- Act proactively, especially when it comes to their medical condition.
- Keep a positive attitude.
- Finish all tasks that they have asked of you for the visit.
- Give your client space when needed.
- Remember that you are in their home and you should respect it each time you come to take care of them.



- Overstep, especially when it comes to their private matters and family matters.
- Use your phone when working, if there is an emergency use the home phone or ask for permission to use your phone
- Violate privacy, including but not limited to going through their belongings, eavesdropping or lingering when not necessary.
- Be late. Punctuality is of the utmost importance, especially if your client needs to be somewhere or take certain medications at a certain time.
- Forget that you are valued, appreciated and an essential part of your client's health and happiness.



Specific Requirements

Proficient Written Skills:

- Providing and receiving complex difficult and sensitive information, which may be in a challenging and emotive atmosphere.
- Communicating and collaborate with clinical nurse lead, ward manager, peers, medical staff, patients, families and carers, general public, external agencies, voluntary agencies, GP's, other regional NHS Trusts.
- Listening to services users and carers to promote and practise shared decision making
- Collaborate with service user/carer groups and representatives to promote service improvement and development
- Organising, facilitate and contribute toward meetings ensuring robust information pathways.
- Preparing and presenting accurate reports both verbal and written.
- Adopting and overseeing accurate, robust and high standard of record keeping.
- Facilitating and chairing multi-disciplinary reviews, daily reviews and handovers.

Communication Skills:

- Verbal Communication. Excellent verbal communication is key.
- Nonverbal Communication.
- Active Listening.
- Written Communication.
- Presentation Skills. ...
- Patient Education (Patient Teach-Back)
- Making Personal Connections.
- Trust.

Problem Solving Skills:

- Active listening.
- Analysis.
- Research.
- Creativity.
- Communication.
- Dependability.
- Decision making.
- Team-building.



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Key Relationships



Working With others:

- Develop effective working relationships with other employees
- Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for people
- If desired by the Service User, maintain and develop relationships with family, friends and other people important in their life

Leading by example:

- Seek opportunities for personal and professional growth
- Be a role model for other Support Workers and be an ambassador for the service
- Be professional, polite and reasonable at alltimes

Personal Responsibilities:

- Commit to achieving the relevant qualifications commensurate with the role
- Attend statutory training and any other training as directed by management
- Understand and follow all policies and procedures relevant to the role
- Be open to learning opportunities

Safe Guarding.

- Holistic Recruiters is devoted to protecting and supporting the welfare of staff, and residences who are at danger, and we expect all employees and volunteers to follow suit.
- We require all employees to complete internal and external safeguarding training.
- Holistic Recruiters provides ongoing training to its employees.

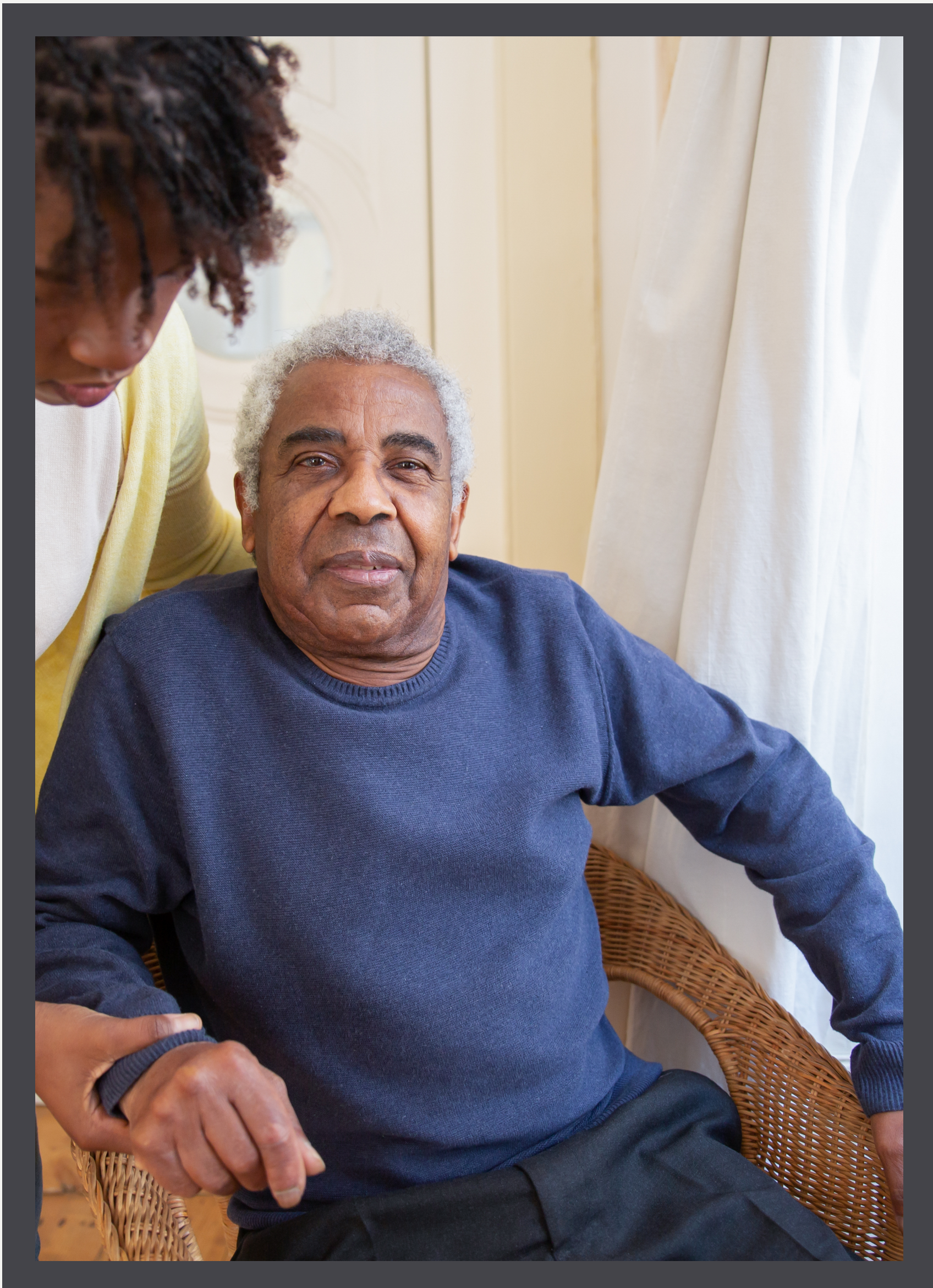
Relationship with people you line manage (if applicable)

- Build a positive, supportive and respectful relationship with the staff you manage
- Be mindful of the wellbeing of those you manage
- Be a role model and a leader
- Provide opportunities for others to develop new skills and learn





Benefits



We will provide the relevant training based on your role



We can do a DBS check, if required



We can assist with travel and accommodation



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