

1. Job details	
Job title	Trained Nurse
Salary band	Band 5
Accountable to	Registered Manager

2. Job summary
The job of the Trained Nurse is to take charge of the shift and to care for the Residents by supervising the staff on duty. You will be required to be flexible and undertake all tasks in order that the individuality and dignity of the Residents is maintained. You will be responsible to Matron and will report anything significant to her.

3. Main duties and responsibilities	
1	Plan and supervise the care of the Residents and coordinate the distribution of tasks to the Auxiliary staff on duty.
2	Administration of medication according to treatment sheets and restocking of medication when necessary.
3	Apply dressings when required and report the progress.
4	Provide advice, supervision and training to Auxiliary staff as required.
5	Organise and attend to the personal hygiene needs of Residents.
6	Speak to the relatives of Residents (in person or by phone) as required.
7	Write reports in Residents' Plan of Care and provide a verbal report at change of shift.
8	Liaise with GP and other members of the Multi-Disciplinary Team, and report outcomes.
9	Serve lunch in the absence of the Matron and report any problems Residents are experiencing with food.
8	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

4. Person specification			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.			
Requirements	Essential and desirable criteria		Method supporting assessment
	E	D	
Education and qualifications			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Registered Nurse Level 1 - Ability to produce evidence of up to date HPC registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience			
Coordinating and motivating colleagues within a team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of wound care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of providing care to elderly residents/patients	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to prioritise and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Understand the importance of resident care and following a Plan of Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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