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| **Job Title:** | **Nursing Care Manager** |
| **Reports To:** | **Care Services Manager** |

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| **Job Summary:** | Reporting to the Care Services Manager the Nurse Care Manager is responsible for the delivery of effective nursing care to nursing residents within in the home, directly managing the group of RGNs employed. |

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| **Role Responsibilities:** |
| * Co-ordinate the resident assessment process, ensuring that the plan care day is accurate and reflected in the care needs summary, the resident is involved in identifying needs and preferences, and integration of all information into a person centered care plan.
* Visit potential residents in order to carry out an initial care needs assessment, developing the care needs summary and communicating this information to the CLM.
* Support move in process, ensuring the development of a person centered care plan, availability of equipment in room etc. Dissemination of all relevant information to appropriate individuals prior to move in to ensure a safe, effective and positive resident experience.
* Ensure that all relevant information in respect of each resident is communicated using the most appropriate method e.g. APB, Handover, MCM to the appropriate members of staff to achieve delivery of a person-centered approach.
* Overall responsibility for the management of the Nursing Team introducing effective mechanism for communication such as team meeting, communication boards etc. Arranging such meetings, organising agendas, attendance, outcomes, actions, minutes.
* Support, guide and develop their team members by carrying out regular supervisions/one to ones and yearly reviews and support individual performance management plans for identified staff.
* Actively support and implement effective Infection Control measures.
* Participate in and provide support to Steering Groups within the Signature Structure such as Medication and Falls etc. In addition create action plans to address improvements required in identified areas.
* Ensure regular GP medication evaluation programme is carried out and support the GP with any action that needs to be taken.
* Ensure the effective operation of End of Life Care including sensitive handling of matters such as DNR.
* NCM has a duty of care to respond to and provide support for requests for help, including emergency calls, irrespective of the resident’s care package status.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Registered Nurse qualification | E | NMC Pin |
| 2/3 years post qualified. experience, evidence of ongoing prof development within elderly care or an alternative appropriate discipline. | E | CV/Application form |
| Previous management experience. Comprehensive understanding of CQC Fundamental Standards. | **E** | CV/Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Ability to prioritise workload and be able to work under pressure. | E | CV/Application form |
| Ability to communicate and manage interpersonal relationships, including influencing skills | E | CV/Application form |
| Ability to plan, implement, evaluate and clearly document care delivery. | E | CV/Application form |
| Team player, decisive, self-motivated, proactive, flexible and adaptable. | E | CV/Application form |
| Kind and compassionate with the ability to build caring and therapeutic relationships. | E | CV/Application form |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |