



Deputy Manager Application Information

Larchwood Care

Welcome

We are delighted that you have decided to apply to join the Larchwood Care Team.

Larchwood Care was established with the aim of becoming recognised as the leading provider of nursing care in Northern Ireland. We believe every employee, regardless of their position, has an equally important role to play in helping us to achieve this aim.

At Larchwood Care we Care for Life – We see our role as one that encourages and promotes a high quality of life for everyone who lives at a Larchwood Care home. We provide nursing care of a very high standard, and in doing so, we believe that the quality of each of our residents' lives can be actively improved.

Our employees are what will make our business successful and we do our best to ensure that we recruit the best people possible at all levels

Having recruited the best people, to retain them we provide our people with appropriate training and personal development so that they can contribute effectively, we reward our people appropriately and we encourage a positive work culture where feedback is encouraged and contribution is actively sought.

Not all of our new employees have experience working as a Deputy Manager. We believe that if people have the essential qualities required of a Deputy Manager – to show empathy, to listen, to understand the needs of others – we can provide the training to ensure you become a valuable asset to our business. If successful, we will commit to providing you with on-going training and support to ensure you become completely effective in your role. By promoting a culture of learning, we hope that you will be able to broaden your skills, take on more responsibility and be fully equipped to provide our residents with consistently high standards of nursing care.

At Larchwood Care, we offer flexible working hours and will try to accommodate individual needs. It is important that you indicate what hours of work suit you best.

This document provides a summary of the role of Deputy Manager which you should find useful when completing your application form. Please ensure that you tell us about any information you feel might be relevant to demonstrate your ability to care for others in your application form. We hope that if you are successful in joining us, you will quickly become proud to say that you are an essential part of the Larchwood Care team.

JOB DESCRIPTION

Job Title:	Deputy Nurse Manager
Responsible to:	Nurse Manager and Director Team
Responsible for:	Nurses, Care-assistants, Domestic and Ancillary staff
Reporting Mechanism:	The role will report formally on a monthly basis and informally as required. A bi-annual appraisal will be conducted.
Salary:	Negotiable depending on experience

Overview of job function:

The Deputy Nurse Manager will be responsible for assisting in the day to day running of the Home, helping to lead a cohesive team of caring and ancillary staff to provide continued quality care to all residents.

The Deputy Nurse Manager will comply with current nursing home legislation and at all times aim to fulfil requirements of the Trusts. In the interests of the Home, the Deputy Nurse Manager will work closely with the proprietors and the administrator. He/she will act at all times in the best interests of the Home.

Key areas of responsibility:

1. Quality care of residents

- Establishment of an agreed pattern of work that is planned in collaboration with residents (and/or relatives and friends) to ensure a high standard of nursing care on a continual basis.
- Responsibility for admission planning, on-going assessment of nursing care needs and discharge planning for each resident; regular reviews with Care Managers and compilation of records.
- On-going support of a flexible pattern of daily living, supporting residents' freedom of choice while maintaining their privacy and dignity.
- Ensure a good level of stimulation and varied activities for all residents tailored to their preferences with evidence of good diversional therapy; organisation and active contribution to social events for residents.
- Support of emotional and spiritual needs of all residents and at all times aim to optimise their quality of life, empower residents, where possible, and encourage their family and friends to take greater involvement in the quality of their care thereby promoting quality of life.

- Support the Nurse Manager in the development of in-house systems for quality assurance of nursing care.
- Ensure good standards of hygiene are adhered to in all work and residential areas.
- Ensure effective systems of infection control and wound management are in place.
- Support the Nurse Manager in ensuring an effective system for accident reporting in the Home.

2. Management of staff

- Supervision and support of all staff including nurses, care-assistants, kitchen, domestic and other ancillary staff to ensure the highest standard of resident care.
- Assist in the preparation of an efficient weekly rota, ensuring adequate staff levels, including bank staff, and an adequate skill mix. This duty rota should be planned in advance to allow for costing by the administrator.
- Encourage maintenance of staff morale and development of a good rapport with all employees.
- Assist with conducting of quarterly formal staff meetings and holding of informal meetings as required.
- Identify any training needs for staff and address these accordingly. The Deputy Nurse Manager will show a commitment to the continuous professional development of nursing staff and other key workers.
- Assist the Nurse Manager in selection of new staff in accordance with statutory requirements and best practice under Equality Commission Legislation
- Ensure adequate induction and training of all new staff and to provide on-going in service training
- Perform regular appraisals of staff.
- Assist the Nurse Manger in the implementation of the Home's Disciplinary, absence and sickness procedures.
- Ensure regular instruction on fire prevention and equipment in accordance with the Health and Safety at Work (N.I) Order, 1978.

3. Compliance with the RQIA

- Comply with nursing legislation and standards of care required by the R.Q.I.A
- To ensure that the Home excels in all Inspections by the R.Q.I.A, both announced and unannounced.
- To fulfil any new requirements of the R.Q.I.A. within the specified deadlines.

4. Liaison with Nurse Manager and Director Team

- Work with the Nurse Manager and Director Team to maintain the excellent reputation of the Home. The Deputy Nurse Manager will cultivate a good working relationship with the Nurse Manager and Director Team by means of both formal and informal reporting systems.
- Assist in ensuring full occupancy and monitoring of all aspects of purchases and stock control to maximise profitability of the nursing home. At all times working to the Home's agreed budget.
- Notify of Nurse Manager of annual leave requirements / maternity leave requirements or other leave requirements.
- Fulfil any other duties which the Nurse Manager and Director Team consider necessary.
- Maintain Nurse Manager and Director Team's confidentiality at all times.
- Work closely with Care Circle central office staff in relation to required financial management on a monthly basis to include payroll and budget variance etc.

5. Liaison with administrator

- To provide information relating to hours worked and payments due for the compilation of the monthly payroll.
- The Deputy Nurse Manager will work closely with the administrator at all times and have a good awareness of their clearly defined duties. The administrator reports to and will work closely with the nurse manager to ensure smooth and efficient running of the home.

6. Storage and use of medicines

- Adhere to policies for medicines management in the nursing home and ensure an adequate system of safe storage of all medicines in the nursing home is maintained.
- Ensure adequate systems for administration of medicines to residents.

- Ensure systems for drug ordering and administration are efficient and appropriately documented.
- Liaison with the community pharmacist, pharmacist proprietor and local GPs to promote effective medicines management so as to optimise therapeutic outcomes from medicines for all residents.
- Review of resident drug kardexes with pharmacist proprietor to promote quality pharmaceutical care for all residents.

7. Health and Safety at Work

- Support of the administrator in all aspects of health and safety procedures in line with legislative requirements imposed by E.U. directives, Fire Authority, Environmental Health, Health & Safety Executive and Department of Environment.

8. Other duties

- Carry out any other duties as assigned by the Nurse Manager and Director Team to ensure the efficient running and continued development of the Home.

Please note: This job description may be subject to review to reflect the changing needs of the post

CANDIDATE SPECIFICATION:

Essential criteria

- Minimum of two years post-registration experience in care of the elderly and evidence of interest in care of the elderly.
- Demonstrable management experience with evidence of good people management skills and the ability to lead and motivate others.
- Live registration on NMC Register as RGN/RMN and working knowledge of the Registered Homes (N.I) Order 1992, Nursing Homes Standard 2004.
- Committed, reliable, industrious and strives to meet quality professional standards.
- Excellent interpersonal skills.
- Enthusiastic and dynamic with the ability to manage and influence change.
- Enjoys working as part of a team.
- Computer literate.

Desirable criteria

- Knowledge of primary nurse and key worker system and good working knowledge of primary care.
- Motivated and innovative self- starter.
- Strategic planner with good organisational skills; ability to manage workloads within specified time frames.
- Counselling and guidance skills/coaching and mentoring skills.
- Good communication and report writing skills; influencing and negotiating skills.