JOB DESCRIPTION

Job Title: Deputy Care Home Manager

Accountable to: Care Home Manager

Responsible for: Supervising a team of nursing and care staff

Minimum Qualifications:
- Registered General Nurse/Registered Mental Nurse (as appropriate)
- Currently registered with NMC

Job Purpose

To implement care home policies, directed towards high standards of resident care, staff welfare and training, and ensure the good reputation of the business in co-operation with the Home Manager.

Functions

1. Professional
2. Administrative/Managerial
3. Personnel
4. Education and Training

Key Responsibilities

Supervise the professional work of staff within the nursing home, in co-operation with the Home Manager in accordance with:-

a. NMC Code of Conduct.

1 - Professional

1. Assess, plan, implement and evaluate individual care of residents.
2. Ensure treatments are carried out as prescribed.
3. Follow nursing home policy in respect of custody and administration of all drugs.
4. Maintain personal contact with residents, their relatives and visitors to enhance the residents’ quality of life
5. Participate in the evaluation and review of policies and report to the Home Manager matters that effect policy.
6. Take appropriate action in the event of an emergency, in accordance with care home policy.

2 – Administrative/Managerial

1. Assist the Home Manager and deputise in the overall management of the care home as required.
2. Assist in planning workloads and nursing resources as effectively as possible.
3. Assist in maintaining stocks/stores at adequate levels, being mindful of the need for economy and good housekeeping.
4. Ensure the safe care and custody of residents’ property in accordance with care home policy.
5. Report any accident/incident, loss or theft to the Home Manager and complete necessary statements promptly.
6. Ensure that accurate care records are maintained in accordance with agreed policy.

3 – Personnel

Maintain a working knowledge of:
- The Health & Safety at Work Act
- The Operational Policies Manual
- The Employee Handbook

Assist with supervision and assessment of junior staff.
Assist in staff recruitment.
Assist in staff disciplinary procedures as required.

4 – Education and Training

1. Attend study days and courses as appropriate.
2. Update clinical knowledge and skills.
3. Participate in in-service training for more junior members of staff.
4. Assist in the orientation programmes of all new care staff.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions will be regularly reviewed to ensure they are an accurate representation of the post.