

Pepple Group LTD STAFF ROLES AND DUTIES

NURSES:

- 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
- Assist with personal care to the residents in a nursing or residential care home

Recording and Reporting

- To maintain detailed accurate records in respect of care and medication support given and tasks undertaken
- To regularly read care and support plans, acknowledging changes
- To protect the confidentiality of all information relating to the Client and not divulge information to anyone who is not authorised to receive it
- To promptly report to the office or Out of Hours Care Coordinator any issues concerning the care, support, wellbeing or behaviour of the Client and update records accordingly
- To continue to monitor where concerns have been reported and recorded
- To recognise the signs of abuse and immediately report abuse or suspected abuse to a Manager
- To report any complaints to the office or Out of Hours Care Coordinator
- To contact the office or Out of Hours Care Coordinator if running late

General

- To dress appropriately, wearing uniform and using personal protective equipment provided by **Pepple Group Ltd**

- To seek out best practice and look at innovative ways to improve the quality and efficiency of service delivery
- To attend and participate in regular Care Worker team meetings and any other relevant meetings

- To attend in house and external training pertinent to the role of Care Worker
- To ensure completed weekly timesheets are submitted on time to ASHANTI CARE Ltd
- To observe all health & safety rules and take reasonable care to promote health and safety of self and others and raise any concerns to the senior Care Supervisor
- To aim to ensure everyone has equal treatment and equal access to services and employment
- Any other duties requested by Senior Management, which are within the scope of the post of a carer varying from one care home to the other.