

JOB DETAILS

JOB TITLE:	Clinical Care Associate
HOURS:	Various
REPORTING TO:	Clinical Care Manager
BASE:	Location

JOB SUMMARY

Reporting to the Clinical Care Manager or General Manager, the Clinical Care Associate is responsible, in the absence of a Registered Nurse, for the day to day leadership and management on the unit to ensure care is provided in line with regulations policies and procedures.

The Clinical Care Associate will lead by example and provide strong clinical leadership, share knowledge and best practice to ensure the highest standards of care are consistently achieved.

The Clinical Care Associate will be responsible for ensuring the timely completion of actions identified through internal and external audits, supervision of team members and the safe management of medicines.

JOB SPECIFIC RESPONSIBILITIES

Leadership and Management

- Report any concerns which are outside the assessed CHAP competencies, to the registered nurse on duty.
- Be responsible for pro-actively managing the unit in the unexpected absence of a Registered Nurse.
- Undertake the daily monitoring of clinical records used in the unit.
- Communicate all clinical or care changes, accidents or incidents and any serious untoward events, to care home management and team members through daily meetings.
- Ensure the timely communication of information required for completion of unit weekly clinical risk reports.
- Ensure that all actions identified through monthly audits, ie: medication management, pressure ulcer prevention, malnutrition / dehydration and care planning. Are undertaken within the specified time frame.
- Ensure champions for nutrition / hydration, oral care, repositioning, are allocated are allocated each day.
- Ensure planned supervision is carried out for allocated team members in line with company policy.
- Ensure that all accidents / incidents which require statutory notification are reported to management immediately. For example, Safeguarding, Deaths, Harm related medicine incidents, Serious incidents, grade 3 and above pressure ulcers.

- Ensure that where appropriate, staff prepare witness testimonies for all safeguarding investigations / clinical reviews.
- Act as a positive role model at all times, treating people with respect and dignity.
- Act to ensure that care staff are working to their job description.
- Manage the actions in the unit/community diary.
- Take responsibility for daily security checks on the unit.
- Communicate effectively and professionally with all colleagues, residents, relatives and external stakeholders.

Care

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- Ensure that you maintain a “hands on” approach to care delivery and work alongside your staff to deliver excellent personal care.
- Ensure that all actions flagged on ICare are resolved.
- Ensure that where applicable, all accident / incident forms are fully completed.
- Ensure the safe management of medicines, through accurate recording and administration in line with prescriber's instructions and company policies. Actively participate in the timely completion of any improvement actions identified through internal and external medicines audits.
- Monitor repositioning records of residents.
- Ensure that staff are recording the oral intake of residents identified as being “at risk” of malnutrition or dehydration.
- If trained to do so, ensure timely completion of supervision for team members in line with the company supervision policy.
- To act as a role model by demonstrating behaviors in line with company values
- Ensure Infection Prevention and Control measures are maintained at all times.
- Ensure timely communication to management of any outbreaks of infection.
- Ensure your staff are aware of the resident’s care plan and that care is delivered in line with said plans.
- Co-ordinate the mealtime experience for residents.
- Ensure all staff follow the requirements of GDPR.
- Liaise with GP’s and other professionals to ensure outstanding care for the residents is maintained.
- Ensure all concerns raised by residents or relatives are resolved at the time they are made and make management team aware.
- To work within your assessed clinical competencies as described in the CHAP training.
- To proactively manage the risk of complications of Diabetes, including the monitoring of blood glucose levels and the administration of prescribed insulin where appropriate by subcutaneous injection. An exception may be those resident’s whose needs are met by the District Nursing Service.
- To ensure the timely collection of laboratory specimens, including catheter specimens of urine, and blood samples. (Phlebotomy may only be carried out under the supervision of a competent Registered Nurse).
- Undertake administration of all transdermal patches, ensuring a witness is present throughout the procedure. Act as a witness in the setting up of a Syringe Driver for the administration of symptom control medication in palliative care.

- To ensure the admission and discharge of residents is carried out effectively, taking particular attention to check that items of resident property are accurately recorded.
- Ensure that staff adhere to a Whole Home Approach in the delivery of meaningful resident interaction.

Health and Safety

- Adhere to the company policies and procedures.
- Ensure equipment and environment is safe within the home.
- Ensure that staff are using safe systems of work.
- Ensure that staff comply with wearing correct uniform and use personal protective equipment as required.

PERSON SPECIFICATION

	Essential Criteria
Qualifications/Education	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent • Completion of CHAPS course
Experience	<ul style="list-style-type: none"> • Minimum of two years in a Care position • Proven track record leading, empowering, supporting and motivating a clinical team • Experience delivering high quality relationship centered care (Desirable)
Skills/ Knowledge	<ul style="list-style-type: none"> • Strong leadership skills • Excellent written, non-verbal and verbal communication skills • Dementia Knowledge (for Dementia Care Homes) • Knowledge of and competence in Microsoft Office applications and windows based operating environments
Personal Qualities	<ul style="list-style-type: none"> • Respectful • Active listener • Independent learning skills • Inclusive approach • Compassionate • Trustworthy • Flexible approach to working • Self-motivated • Able to adapt to change • Approachable • Ability to promote a professional image for the company at all times • Willing and able to travel to other homes where needed for training / support



This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Please sign to confirm you fulfil the essential criteria as detailed above and you accept and agree to deliver and comply with all requirements detailed in this job description for the Clinical Care Associate position.

Post holder's name:

Post holder's signature:

Date: