

Zennith Care Limited 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 Zennith Care Limited**

- **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.**