

## ***Head of Department (Coach House)***

**Accountable to: Registered Manager**

**Role Purpose:** *To lead on the delivery of a 'Home Like' model of Dementia care within the Coach House*

### **Management Responsibilities:**

- Implement at 'Home Like' the model of care and shift guideline within the Coach House
- Oversee the Care Planning, Goals for Care, Observations, and the Dietary / Nutritional requirements for all residents.
- To identify and action any referrals (G.P., Physiotherapist, Mental Health Team / Dementia Matron, Hospital Avoidance Matron, DOLS, SALT, District Nurse, Podiatrist, Dietician, Diabetes, Falls Team,
- Proactively lead in professional development of Coach House Staff
- Support the Registered Manager in the delivery of supervisions and Appraisals and support staff with any shortfalls in their ability and understanding.
- Support the RM in Rota planning and to take appropriate action at times of staff shortage, making sure the skill mix matches the resident's requirements and needs.
- Support RM in statutory reporting for the Coach House

### **Medication Responsibilities:**

- To oversee medication ordering, bi-weekly stock checking and monthly medication auditing.
- To monitor staff performance with medication rounds and their ability to administer and document medication given to meet the necessary standards.
- To oversee the covert drug administering policy and adherence.
- To liaise with GP, Pharmacists, Client and Family in relation to changes in medication in response to Residents needs and well-being.

### **Care Duties**

- To promote and maintain dignity, privacy, respect, and independence for our residents at all times.
- To assist residents with all their activities of daily living (their care reflecting their needs and abilities).
- To maintain safe working practices at all times in alignment with Nyton House Policies and Procedures
- To maintain a helpful, friendly and professional attitude to all residents, relatives and visitors at all times.
- Ensure residents are personally well presented at all times, including hair, clothing, teeth, nails and general appearance.

- To help serve meals ensuring they meet the individual residents eating / nutrition plan and residents are appropriately supported if required.
- Encourage residents to leave their rooms and use the lounge, conservatory and garden areas. Where time allows to engage residents in conversation and walk with residents in the garden or engage in activities.
- Where time allows to ensure the residents rooms are kept tidy, sorting clothes, emptying any bins, refreshing vases.
- Support in ongoing Laundry duties.
- Answer the phone in the event of the Administration OR Managers not being available making a note of the caller's name, number and their message.

**Communication:**

- To undertake weekly review meetings with Registered Manager and disseminate information to all Coach House Staff
- To report any concerns regarding un-professionalism or unsafe procedures to the Register Manager or Business Manager and notify safeguarding where appropriate
- To promptly notify Registered Manager of any Falls, Hospital Admissions, Death or significant changes to the Residents Care Needs.
- To report any Hazards to the Registered Manager or Shift Lead Immediately

**Health and Safety:**

- To attend all mandatory training: Safeguarding, Fire Safety Awareness, Health and Safety awareness, Medication (if they are administering meds), Moving and Handling, First Aid (reviewed regularly), Infection Control (preferably where applicable)
- To read and understand the Nyton House Limited Health and Safety Policies' and Procedures and be aware of any COSHH Regulations and specific instruction relating to chemicals or medication that you are using
- To ensure the appropriate PPE Clothing is worn in line with the Nyton House Infection Control Policy

Please take note that the above is only a basic description of the duties expected of the position. The duties include support with physical moving of clients within the legislation surrounding Moving and Handling Regulations.