



- Role:** Shift Lead
- Who?** Senior Care & Support Assistants at Magdalen House only
- Qualifications:** QCF Level 3 in Care related subject or a QCF Level 2 working towards a Level 3.
- Competence:** Competence will be assessed regularly in line with Trust Policy. You must be deemed as competent by a suitably qualified member of staff in order to carry out this additional role.
- Scope of Role:** To play an integral part in leading the shift, providing support and direction to the care staff team to deliver high quality, person-centred care and support that follows the individual's care plans and promotes the dignity privacy, safety and independence of those using our service. You will ensure good practices are developed and maintained and carry out all the specific tasks as determined by the Home Manager. Provide effective supervision to the care staff team and act as a role model and support the development and improvement of individual and team practice. You will also be responsible for the safe running of the Home in the absence of the Home Manager, and Head of Care, including rota management.
- Remuneration:** A monetary enhancement is paid for carrying out this role which in addition to your basic rate. This premium is only paid for the period of time where this additional role is being carried out.
- Policies:** All Care and Support Policies

**Principal Duties and Responsibilities:**

1. Lead a Team of CASAs on shift, carrying out hands-on care and support as required. Ensure the shift is well organised and staff are using their time effectively to meet residents needs.
2. Provide a "handover by exception" of relevant information regarding residents to oncoming Shift Lead
3. Ensure that all tasks on Shift Lead Checklist have been completed (or handed over to next shift lead to complete)
4. Support with the creation and development of a comprehensive set of care plans for each resident
5. Ensure handover information has been written up and relevant information transferred onto individual care plans
6. Manage staff allocation on floor/to individual residents ensuring the mix of skills and experience meets the needs of the residents and report and concerns to the Registered Manager/Head of Care

7. Ensure that the diary is checked for any tasks needing to be completed on shift.
8. Ensure that staff allocation for following shift is out on e-Plan (afternoon shift responsibility)
9. Arranging and ensuring staff take the statutory breaks at allocated times. Concessionary breaks are only allowed if all necessary duties have been carried out.
10. When not included in staff numbers, carry out observations on the floor ensuring that all resident care and support needs are met in a timely manner
11. If supporting with the GP round, diary in follow up for test results regarding any samples that have been sent to the surgery and make sure these are written up in the resident's care plan.
12. Report daily on the well-being of residents to the Care & Support Lead / Head of Care and ensure that all GP and / or District Nurse or other professional conversations have been recorded in the care plan **before leaving shift** to ensure that records are accurate.
13. During the shift ensure any residents of concern are checked and maintain a general overview of care being delivered.
14. When requested, schedule and carry out regular supervisions and appraisals with Care and Support Assistants, ensuring any areas for improvement or outstanding training is addressed as well as recognising good work and encouraging ideas for improvements in teamwork or service delivery.

### **Medication Responsibilities:**

15. Administer regular, PRN and homely remedy medication as required on the atlas system.
16. Administer any controlled drugs throughout the home, and respond to any queries from care staff about the administration of medication, supporting where necessary
17. Ensure resident medication cabinet is kept clean and all medication stored relates to the resident.
18. Ensure the effective Booking in and out of medication on the eMAR system on receipt of new stock, admission to the home and upon departure.
19. Ensure that all fridge and room temperatures have been recorded, including medication store room office.
20. Ensuring e-MAR tablets are sync'd and on charge for next medication round

### **Care Plan Responsibilities:**

21. Any changes in a resident's condition is updated on e-Plan e.g. if they have a UTI, had a TIA or returned from hospital. Ensure the Registered Manager and Head of Care are informed of any changes to residents health and wellbeing.

22. Ensure 'timed actions' have been updated on e-Plan by carers who have supported the resident (this includes the daily report, bath/shower log) **Ensure all notes are recorded in real time.**
23. All charts have been filled out correctly e.g. food and fluid, continence or mobility charts – **Spot check required and monitor charts as appropriate** – eg fluid charts checked during periods of hot weather or when a resident displays signs of dehydration, monitor food intake if weight loss is a concern, etc
24. Ensure that a record of any extra activities that a resident has taken part in, which is not structured i.e. by the activity staff, is recorded on the e-Plan. For example, this can be taking resident for a walk around the garden, having a 1:1 chat with them, doing a puzzle, reading the paper or books with them.
25. Ensure that staff are given time during a shift for key working sessions and that these are recorded on ePlan.

### **Reporting Forms**

26. If a resident has had an accident/incident/unexplained bruising etc make sure that the report has been completed on e-Plan, falls checklists and body chart completed (where required) before the end of the shift.
27. Update resident's care plan to identify the above i.e. falls, mobility, skin integrity etc.

### **Night Staff Responsibilities**

28. Carry out audit of medication in CD cupboard
29. Resident of the Day and Medication Audit has been completed and signed of as necessary
30. **Update and review sleeping at night care plans**
31. Carry out 'Silent Fire Drills' with staff team each month, on different shifts, to ensure all staff members have attended. Identify who was in attendance at time of fire drill.
32. Cleaning tasks, as per night cleaning schedule, has been carried out each evening as specified. **Shift lead to spot check**
33. Other cleaning tasks to be carried out each evening as identified in Night Staff Cleaning Schedule

**Shift Leads should be 'leading by example' and ensuring staff are carryout out good practice in all areas around the Home**