



Job Title: Night Shift Lead

Primary Location: Magdalen House

Reports to: Registered Manager

Accountable to: CEO

Job Profile: 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 Registered Manager. Provide effective supervision to delegated members of the night care staff team and act as a role model and support the development and improvement of individual and team practice. You will hold primary responsibility for the safe running of the Home at night. There is an on-call Manager available in the event of an emergency.

Key to all posts: All Trust employees must ensure that residents and members are treated with dignity, respect and protected from neglect or abuse. All Trust employees must abide by the terms and conditions of their contract, the Trust's Code of Conduct, all relevant GCT policies and procedures and this job description.

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 morning Shift Lead
3. Ensure that all tasks on Night Shift Lead Checklist have been completed (or handed over to next shift lead to complete)
4. Support with the update and review of the set of care plans for each resident, specifically taking responsibility for the development and review of the Sleeping and Night Care Plans.
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 any concerns to the Registered Manager/ Deputy Manager.

7. Ensure that the diary is checked for any tasks needing to be completed on shift.
8. Arranging and ensuring staff take the 30 minutes statutory breaks at allocated times. There is no sleeping on duty allowed except during the 30-minute break.
9. Carry out observations on the floor ensuring that all resident care and support needs are met in a timely manner
10. During the shift ensure any residents of concern are checked and maintain a general overview of care being delivered.
11. 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:

12. Administer regular, PRN and homely remedy medication as required on the atlas system.
13. Administer any controlled drugs throughout the home, and respond to any queries from care staff about the administration of medication, supporting where necessary
14. Ensure resident medication cabinets are kept clean and all medication stored relates to the resident.
15. 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.
16. Ensure that all fridge and room temperatures have been recorded, including medication store room office.
17. Ensuring e-MAR tablets are sync'd and on charge for next medication round

Care Plan Responsibilities:

18. 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 Deputy Manager are informed of any changes to residents' health and wellbeing.
19. Ensure 'timed actions' have been updated on e-Plan by carers who have supported the resident and that all notes are recorded in real time.
20. 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

Reporting Forms

21. 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.
22. Update resident's care plan to identify the above i.e. falls, mobility, skin integrity etc.

Specific Night Staff Responsibilities

23. Carry out audit of medication in CD cupboard
24. Resident of the Day and Medication Audit has been completed and signed of as necessary
25. Update and review sleeping at night care plans
26. 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.
27. Cleaning tasks, as per night cleaning schedule, has been carried out each evening as specified. Shift lead to spot check
28. 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