

MERIDIAN MANPOWER SERVICES 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

HEALTH CARE ASSISTANTS:

- To provide personal care and support to Clients with a wide range of needs, illnesses and disabilities
- To know and understand the care and support of the Client
- To undertake the tasks detailed in the Client's care and support plan using a person centred approach and in the least intrusive way
- To encourage the independence and motivation of the Client and not foster dependent behaviour
- To provide input into the care and support plans of Clients by regularly feeding back to the Care home Care Supervisor or Senior carer
- To assist Clients getting up in the morning and going to bed at night
- To assist Clients to wash, bath and shower
- To assist Clients to dress and undress
- To assist Clients to look after their skin, teeth, hair and nails
- To assist Clients with toileting, continence management and personal hygiene

- To assist Clients with their medication at the agreed level of support and as detailed in their Medication Care Needs Assessment
- To prepare food and drink for the Client, being aware of the Client's choice, likes/dislikes, nutritional needs and cultural requirements
- To provide light general household domestic duties, including housework and laundry, as detailed in the care plan or instructed by Management
- To use manual handling equipment safely and correctly
- To take responsibility for the safe handling of property and equipment belonging to the Client
- To maintain good communication and develop effective working relationships with Clients
- To provide companionship to the Client, actively talking and listening to them about their interests
- To help the Client to maintain contact with their family and friends
- To accompany the Client on trips into the community
- To assist the Client to manage their personal affairs
- To ensure as safe as possible the living environment for the Client, whilst respecting the Client's choice and rights

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 Meridian Manpower Services
- 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 Meridian Manpower Services
- 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.

KITCHEN ASSISTANT

- Ensuring the food preparation areas are clean and hygienic
- Washing utensils and dishes and making sure they are stored appropriately
- Sorting, storing and distributing ingredients
- Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads and desserts
- Disposing of rubbish
- Organising linen laundry
- Cleaning the food preparation equipment, floors and other kitchen tools or areas