

Senior Carer Job Description

<p>Job Purpose</p>	<p>To implement care plans by directly providing practical, physical, social and emotional care in patient’s own homes. To create a supportive atmosphere in which patients can achieve maximum independence. To follow MSS Care’s policies and procedures.</p>
<p>Accountable to</p>	<p>MSS Care, Oceans House, Truro Business Park, Threemilestone, Truro, TR4 9LD</p>
<p>Main Activities</p>	<p>The specific requirements for each assignment will vary and these will be discussed with you before you accept the assignment. This is a general job description setting out the expertise and duties which are required of a Senior Carer.</p> <ul style="list-style-type: none"> • Support the Care Coordinator in the management of a care team. • Mentor junior staff • Provide care to clients as part of a care team.
<p>Emotional/ Spiritual needs</p>	<p>Be aware of the importance of the patient/client needs, which may be unspoken. Ensure that the patient’s mind is stimulated and that their interests and preferences are taken into account when planning activities, visits etc. The carer should respect the Client’s religious and cultural needs and the need for family and social contact.</p>
<p>Health & Safety</p>	<p>Environment: Do not leave items out which may cause a patient/client to sustain any injury.</p> <p><u>Fire:</u></p> <ul style="list-style-type: none"> • Be mindful of all possible fire hazards and reduce the risk where necessary. • Maintain escape access at all times. <p><u>Security:</u></p> <ul style="list-style-type: none"> • Ensuring doors/windows are locked as necessary. • Check the identity of all visitors, and where appropriate, telephoning the company concerned if necessary. • Log all callers in the patient/client Daily Report.
<p>Record Keeping</p>	<p>Accurate factual accounts are to be made in the patient/client notes during or at the end of each visit, remembering these could be asked for in a court of law.</p> <ul style="list-style-type: none"> • Each entry should be signed, name printed and dated. • The notes are vital for communication between staff – to facilitate continuity of care to the patient/client.

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	<ul style="list-style-type: none"> • Patients/clients/relatives have the right to read the notes.
<p>Communication</p>	<p>The importance of good communication is vital in the client’s care and should be maintained with: -</p> <ul style="list-style-type: none"> • The patient or client themselves. • Their relative or representative. • MSS Care to report any changes of the patient/client’s condition. • Other services – GP, District Nurses, Social Services, Occupational Therapists, Macmillan Nurses etc.
<p>Medication Administration</p>	<ul style="list-style-type: none"> • Carers must only assists with medication not administer. • Tablets (medication) are only to be given by carers if they have been put in a Daset box (box divided into daily compartments). The Pharmacist or District Nurse will have prepared this box. • All medications must be given as prescribed by the GP, Specialist Doctors, or District Nurses. • Patients/clients who self medicate – at times may need reminding that their medication is due. • The medication chart in the patient/client’s notes should be completed after assisting with medication.
<p>Care Duties</p>	<p>1. Personal Care</p> <ul style="list-style-type: none"> • Washing – baths, showers, blanket baths. • Use of bath aids (eg. Bath chair, banana boards, bath seat). • Shaving – assistance to be given. • Mouth Care – cleaning teeth/dentures/mouth. • Dressing – assistance to be given. • Bed making. • Eye care. • Pressure area care. • Catheter/Urosheath care. • Emptying of colostomy bags. • Management of incontinence. • Management of MRSA - (Methicillin Resistant Staphylococcus Aureus) MRSA is mainly spread by the hands, therefore hand hygiene is the most important factor in controlling the risks. If a patient should need to be transferred to hospital please contact MSS Care beforehand. <p>2. Physical Care</p> <p><u>Exercise:</u></p> <ul style="list-style-type: none"> • Walking.

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	<ul style="list-style-type: none"> • Passive movement of limbs (as directed by other healthcare professional for patients/clients who are unable to walk.) <p><u>Moving and Handling</u></p> <ul style="list-style-type: none"> • For patients who need help, use of equipment to assist - e.g. hoists, lifting belts, walking frames. <p><u>Nutrition</u></p> <ul style="list-style-type: none"> • Appetising nutritious meals to be prepared. • Meal supplements to be given as prescribed. • Feeding patients who need help. <p>3. Household Duties</p> <ul style="list-style-type: none"> • Cleaning – e.g dusting, vacuuming with special attention to patient’s room, bathroom and kitchen. • Tidying – making sure things are put away where you find them. • Refrigerator – throwing out things that are out of date after checking with the patient/client. • Shopping – making sure you do not overstock with things that are not needed and that you keep all receipts. • Preparing meals for the patient/client. • Caring for the patient/client’s nightwear. <p>Any other duties which may be part of a specific assignment and which have been agreed with you. For example care of pets, travel plans and transport arrangements.</p>
<p>Responsibilities</p>	<p><u>Clients:</u></p> <ul style="list-style-type: none"> • Monitor and review the effectiveness of care plans. • Report client concerns to Line Manager • Ensure client record books are kept as per MSS care procedures. • Ensure that client records are returned to the office as per MSS care procedures • Provide care as per the client care plan <p><u>Staff:</u></p> <ul style="list-style-type: none"> • Ensure care staff receive and understand their runs and the care required. • Ensure care staff carryout their duties as per MSS procedures • Report staff concerns to Line Manager • Promote a professional culture within the team. • Assist staff in achieving their goals and objectives within MSS <p><u>MSS:</u></p>

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	<ul style="list-style-type: none">• Follow MSS policies and procedures
Knowledge & Expertise	General all-round experience in care. Experience in working with patient/client in their own home environment
Competence	NVQ Level 3 in Health & Social Care
Requirements	Enhanced disclosure with the criminal records bureau. Two references Own transport and Insurance