

STAFF WORKING NIGHT

VERSION No	4
REVIEWED BY	Registered Manager (MP)
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Policy statement

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to its waking night staff. All waking night staff must adhere to this policy, and failure to do so could result in disciplinary action.

The Policy

The aim of the organisation's selection procedure is to ensure that the most suitable candidate is chosen for waking night duties and that, once selected, all personnel receive the training and support required to carry out their duties. All staff will operate within this organisation's recruitment, selection and employment procedures to meet the legislative and organisational requirements.

Working Hours

The hours for waking night staff are: for HCA staff from 19:30 to 07:30 and for RGN staff from 20:00 to 08:00.

The number of nights agreed will take the form of a rolling rota calculated over 14 days to comply with the Working Time Regulations 1998 (also called the 'working time directive'). *A 12-week rota will be used for calculating annual leave entitlement.*

Duties

A full and comprehensive job description, updated regularly, lays out the duties expected of a waking night duty. In addition, a comprehensive induction, which includes contact numbers and managerial support, forms a large part of the training for this post. ***Duties for HCA staff include the following:***

- Individual resident checks at regular, pre-set time, where necessary, as well as
- Assistance with personal needs where appropriate and consent is obtained, or best interest decision is made
- Domestic tasks such as laundry, ironing and, where necessary, 'blitz cleaning', e.g. cupboards, pantry and deep cleaning tasks
- Appropriate regular security checks
- All duties will be within the job description and fully detailed in relation to infection control
- All checks of residents, where agreed, must be explicit in the care plan in relation to frequency, timing and consent of the resident
- Please note: residents with capacity can choose whether a night check is relevant; those without, or with only partial capacity, should be risk-assessed as part of the care plan, and any appropriate night checks put into place.
- Record any observations and tasks performed

Duties for RGN staff include the following:

- Medication, where necessary
- Individual resident checks at regular, pre-set time, where necessary, as well as
- Assistance with personal needs where appropriate and consent is obtained, or best interest decision is made
- Appropriate regular security checks
- Review assessment and care planning
- Audit medicines
- Monthly medicines prescriptions
- Record any observations and tasks performed

The above lists are not exhaustive.

Safeguarding

To promote the safeguarding and protection of the residents, the holder of this post is subject to

summary dismissal if found to be absent or asleep whilst on duty; 'absent' is taken to mean without permission. Disciplinary procedures will be adhered to in this situation.

Entry to the Establishment

As part of their waking night duties, staff must ensure that appropriate checks are undertaken before anyone is allowed into the premises, e.g. all visitors should be asked for some form of identification, including those from the local authority contracts monitoring service, the Care Quality Commission (CQC), the police, and any representative from the utilities sector.

Records

Waking night staff are required to complete all relevant records deemed to be required during their shift. These records form part of the *Data Protection Legislation*, and are to be completed and recorded as required throughout the night.

Emergencies

All waking night staff will be made aware of their responsibilities regarding emergencies and the management support available to them during their shift. Business contingency and emergency planning policy and procedure can be also found in the diary in the nurses' office, as well as all emergency contact details.

Training Statement

All staff, during induction are made aware of the organisations policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary and staff are made aware of any changes via e-mail and on our website at www.bendigonursinghome.co.uk/resources. Direct observations and spot checks are undertaken to check skills and competencies. Various methods of training are used including one to one, on-line, staff meetings, individual supervisions and external courses are sourced as required.

Related Policies

Disciplinary

Recruitment Selection

Job Description for HCA and SHCA

Job Description for RGN / Nurse in Charge

Adult Safeguarding

Personal Staff Safety

Premises, Environment and Access

Record Keeping

Recruitment Selection

Staff General, Welfare and Facilities

Related Guidance

- ACAS (Advisory, Conciliation and Arbitration Service): www.acas.co.uk
- Directgov: www.direct.gov.uk
- ACAS (Advisory, Conciliation and Arbitration Service): www.acas.co.uk
- GOV.UK Night working hours <https://www.gov.uk/night-working-hours>
- GOV.UK New Sleep-in shift pay compliance <https://www.gov.uk/government/news/new-sleep-in-shift-pay-compliance-scheme-launched-to-support-social-care-sector-and-identify-back-pay-for-workers>