



## Senior Support Worker Duties Checklist (Residential and Respite)

(to qualify for enhanced pay as a Senior Support Worker)

Staff Name: .....

<b>Duty to be completed to qualify for enhancement (good level of competence required)</b>	<b>Team Leader signature</b>	<b>Manager signature</b>
Check in medication during the month		
Dispense medication		
Ensure all medication has been administered on shift		
Arrange shift cover for shortfalls and absence		
Complete handover before and after shifts		
Send handover to Managers after each shift		
Complete all necessary fire checks within your service		
Complete an Induction checklist for agency and bank workers when new within the service		
Ensure documentation of food and fridge/freezer temps (Residential only)		
Knowledge and competence of BWCare and train other staff within this area		
Ensure BWCare daily diaries are completed at the end of each shift		
Ensure all incidents and accident forms are completed and protocols are followed for each service		
Act as shift leader in the event of a team leader's absence ( lead and delegate tasks to staff)		
Know what to do in an emergency and deal with an emergency situation		
Competent in IT skills as per checklist and use of emails		
Ensure that emergency money is left out and is signed in and out on folios		
Understand the On-Call system and ensure other staff are fully aware		
Act as a mentor and role model to new support workers, bank workers and agency staff to provide a reassuring point of contact and act as supervisor whilst on shift		
Provide observational support to staff who are not medication trained, have concerns regarding		

administration of medication or are experiencing difficulties carrying out this task. Report any concerns via BWCare and/or On-Call		
<b>ADDITIONAL WAKING NIGHT DUTIES</b>		
Weekly checks on firefighting equipment		
Monthly checks on service users' medication to include: <b>Medication in service users' medication cupboards</b> - check expiry dates, open dates, labelled <b>Monthly check of medication stock cupboard</b> - Expiry dates		
Monthly check of the first aid boxes		

**Please remember that this is not an exhaustive list and from time to time a staffing situation, accident/incident or emergency situation may arise where you will need to use your training and skills as a Senior Support Worker to deal with the situation, using the support from On-Call and/or advice from another manager.**

**Confirmed competent by staff member:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Confirmed competent by Deputy:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Confirmed competent by Manager:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_