

Job Description:

Admiral Nurse Band 7 – North East Essex Admiral Nurse Service

Grade:	Band 7 (NHS Agenda for change pay scale)
Professionally Responsible To:	Essex Partnership University NHS Foundation Trust
Managerially Accountable To:	Clinical Manager for Dementia Assessment Pathway
Location:	The King's Wood Centre, Turner Road, Colchester and remote
Hours:	Full time
Key Relationships	<ul style="list-style-type: none"> • Directorate/Service Managers • Clinical staff • Families/carers of person with dementia • Social care • Primary care

Summary of Responsibilities:

The primary focus of the Admiral Nurse role is to provide clinical leadership on the delivery of person-centred and relationship-centred dementia care within operational areas of North East Essex (Colchester and Tendring) to improve the experience of carers/families affected by dementia.*

The post holder will:

- Provide consultancy and guidance to those working with people with dementia including families
- Work collaboratively with health/social care and the voluntary sector to support best practice in dementia care
- Promote, implement and evaluate evidence based dementia care and provide leadership in improving experience of carers/families affected by dementia.
- Contribute to and support the delivery of key quality and performance indicators and evidence impact relating to dementia care, including the experience of families.
- Manage a team of AN's or other healthcare professionals within Essex Partnership University Trust
- Apply the Admiral Nurse Competency framework at an enhanced specialist level including person-centred care, therapeutic skills, and triadic relationships, sharing knowledge, best practice and critical reflective practice.

*Dementia UK defines this as the person living with dementia and others who may be carers or family members. Admiral Nurses work together with families to provide support, expert guidance & practical solutions.

Main Duties & Responsibilities:

Clinical

- Advise on the care of people with dementia and their carers/families with complex care needs from peri diagnosis to post bereavement support.
- Provide specialist nursing assessment, using the Admiral Nurse Assessment Framework for carers/families affected by dementia. Identify complexities of dementia using advanced communication, negotiation and diplomacy skills.
- Work collaboratively with other professionals in the identification and management of co morbidities and frailty for people with dementia and their carers/families.
- Implement and/or 'support the development of service and maintain clinical case load
- Develop and support person-centred care plans for people with dementia and families including; managing distressed behaviours and positive risk management
- Deliver relationship and family-centred approaches to care, which meet the physical and mental health needs of people with dementia, carers/families.
- Provide a range of psychosocial interventions and emotional support to promote health and wellbeing for people with dementia and their carers/families.
- Support people with dementia, carers/families and staff and other health and social care professionals to understand and respond to changes in behaviour and relationships as a result of dementia.
- Ensure that all legal requirements relating to mental capacity, safeguarding and mental health are considered and adhered to in relation to patient care.
- Act as an advocate for people with dementia and their carers/families to promote their rights and best interests.
- Participate and lead on case conferences, continuing health care processes and best interest meetings where required.
- Work collaboratively with health, social and voluntary sector services to achieve coordinated and integrated care.
- Manage complex care transitions for people with dementia and their carers/families to reduce the frequency of crisis situations.
- Ensure that care is delivered in accordance with relevant local and national guidelines and all relevant Essex Partnership University Trust policies.
- Recognise the limits of own competency and professional boundaries and make appropriate and timely referrals to other services where required.
- Ensure that clinical records are up to date and maintained and stored appropriately in line with local and national guidance

Education and Leadership

- Support innovative dementia training and education for other professionals, to improve staff attitudes, knowledge, skills and confidence, in line with best practice and guidance.
- Participate in and/or lead formal training events promoting best practice in dementia care and disseminating Admiral Nursing work.



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Inspected and rated

Good



- Provide clinical leadership and act as a role model to others on the delivery of evidence based practice in dementia care
- Take an active role in the development and delivery of Essex Partnership University Trust work streams where appropriate.
- Work in partnership with colleagues to provide support and information to families, including advance care planning, best interest decisions and end of life care.
- Work proactively with key local and national stakeholders to develop more integrated care pathways and holistic models of care, through dissemination of specialist skills and knowledge.
- Contribute to the development of local policies, procedure and protocols relevant to AN and the health and well being of PWD and family carers

Evaluation and Audit

- Lead on and support the audit and evaluation of quality improvements and initiatives aimed at improving the delivery of dementia care within Essex Partnership University Trust
- Deliver and support evaluation of workforce development in dementia to improve staff knowledge and skills across the host organisation
- Collect and review quantitative and qualitative data to evaluate and audit the Admiral Nurse Service and support team involvement if appropriate to role
- Interpret and use data to make innovative recommendations for service improvement and development .
- Maintain clinical records using chosen data recording system and provide verbal and written feedback appropriately and as required
- Ensure own data and that of others (if managing a team) recorded is relevant, accurate, and complete and captured in a timely manner.
- Be fully aware of and comply with the Data Protection Act (1998) and Caldicott Principles in relation to protecting the confidentiality of patient and service-user information and enabling appropriate information-sharing.

Professional

- Ensure all nursing practice is carried out in accordance with the agreed policies and procedures of Essex Partnership University Trust, Dementia UK and the NMC Code 2015.
- To attend and actively participate in monthly practice development days, clinical supervision, and continuing professional development, including the Admiral Nurse Competency module and the Admiral Nurse Forum, as supported by Dementia UK.
- To develop own competence through use of the Admiral Nurse Competency Framework, portfolio development, and 'Pebble Pad' (e-portfolio)
- To maintain professional registration in line with NMC guidance, including re-validation
- Ensure own (and others) compliance with Trust clinical governance requirements.
- Participate in clinical supervision/mentoring/appraisals within Essex Partnership University Trust where required.
- Maintain up-to-date knowledge of evidence-based recommendations on supporting people with dementia and their carers/families.
- Be aware of current research related to dementia treatments/interventions and support people with dementia/carers/families to get involved in research where appropriate.



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Managerial and Administrative role

- To undertake staff appraisals/managerial supervision of staff
- To ensure the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with HOST ORGANISATION policy
- To manage staff sickness and absence according to the policies set out locally.
- To participate in recruitment of other healthcare professionals where appropriate
- Participate in Dementia UK/Host organisation steering groups and develop and maintain positive working relationships with Dementia UK.

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

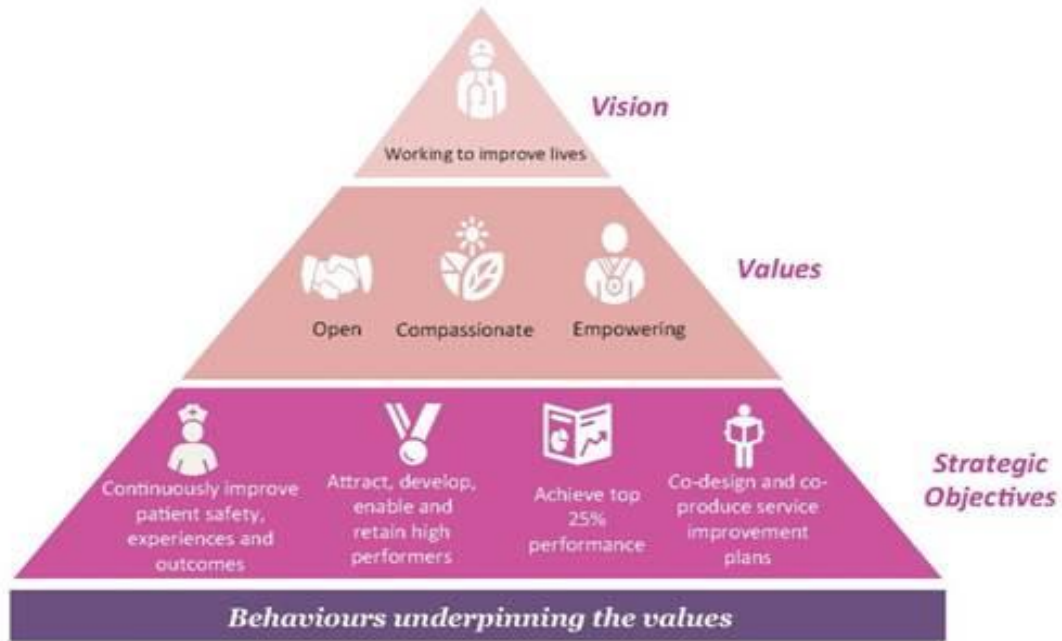
- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES






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OUR TRUST VALUES

You are responsible for ensuring that the below Trust values and behaviours are adhered to daily in your work and whilst providing services to patients and their families.

 Open	 Compassionate	 Empowering
To be honest, accessible and responsive.	To understand different perspectives and take responsibility to respond to patients, carers and colleagues.	To go the extra mile and help others achieve their goals,
To work collaboratively with colleagues and all stakeholders and be open to new perspectives and ways of working.	To be friendly and courteous and show a caring and empathetic approach in transactions with others.	To encourage and embrace change and be proud to share their ideas,
To actively listen and have confidence to speak up to	To value inclusiveness and respect individual and team	To embrace continuous learning and self-



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Inspected and rated

Good



improve services.	differences.	development,
To professionally challenge and take ownership to improve safety and change things for the better.	To strive to provide the highest possible standards of care and support.	To celebrate successes and have the courage to learn from mistakes

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; *Code of Practice for the Prevention and Control of Healthcare Associated Infections.*)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety



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at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2016

The General Data Protection Regulation (2016) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information



risk owner in the overall information risk management function

- As an Information Asset Administrator you will ensure you fulfil the following responsibilities;
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for



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ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager



Person specification: Admiral Nurse Band 7 Acute Care Job Description

	Essential	Desirable
Qualifications	<p>Registered Nurse (RMN/RNMH/RGN/RNLD)</p> <p>Degree level qualification or equivalent demonstrable clinical experience. Post registration qualification / training in dementia</p> <p>Formal knowledge of dementia/ older people acquired through clinical post-graduate education</p> <p><i>Willingness to work towards level 7 Admiral Nurse Competency Framework Module</i></p>	<p>Additional nursing qualification.</p> <p>Masters level qualification in dementia / older people's care</p> <p>Mentorship Qualification</p> <p>Relevant teaching qualification</p>
Work Experience & Attainments	<p>Significant post-registration clinical experience of working with people with dementia and their carers/supporters in different settings, including community</p> <p>Experience of recent involvement in practice/ service development.</p> <p>Experience of working with groups and individuals in a variety of roles and settings</p> <p>Demonstrated experience of working as an autonomous practitioner</p> <p>Demonstrated ability to lead and manage services</p> <p>Experience of professional supervision of staff</p> <p>Experience of audit/ evaluating clinical practice</p> <p>Experience report writing</p>	<p>Experience of undertaking staff performance reviews and planned development of staff</p> <p>Experience of working with patients/ clients to develop practice</p> <p>Experience of palliative care and long term conditions</p>
Skills and Knowledge	<p>Ability to incorporate and demonstrate all of the 6 Admiral Nurse competencies: person-centred care, therapeutic skills, triadic relationship, sharing knowledge, best practice, critical reflective practice.</p> <p>Ability to use a range of therapeutic skills</p> <p>Effective role-modelling</p> <p>Collaborative and multi-agency working</p>	<p>Knowledge of research methods and methodologies.</p> <p>Understanding of competency frameworks</p> <p>Experience of supporting systematic practice development/ quality</p>



	<p>Good facilitation skills</p> <p>Acting as a decision maker and advocate</p> <p>Good organisational skills</p> <p>Enhanced knowledge of dementia and therapeutic working with families and organisations</p> <p>Ability to critically appraise research to evaluate and enhance practice</p> <p>Ability to write/present for a range of audiences</p>	improvement
Aptitudes & Attributes	<p>Enhanced communication skills.</p> <p>Ability to provide supervision, critical companionship and support to team members.</p> <p>Ability to operate effectively with a constantly developing relationship with key stakeholders and associated agencies.</p> <p>Demonstrate professional flexibility and creativity such as being able to work on own initiative, in groups/one to one - with the ability to build constructive relationships with warmth and empathy.</p> <p>Ability to treat families affected by dementia with respect and dignity, adopting a culturally sensitive approach that considers the needs of the whole person.</p> <p>Positive mental attitude and a willingness to discuss and negotiate issues and ideas with the appropriate team / individual</p> <p>Ability to learn through practice</p>	
Other requirements	<p>Flexible approach to meet the needs of the service.</p> <p>Full valid driving license and access to a car or means of transport to use regularly (unless you have a disability as defined by the Equality Act 2010 and a reasonable adjustment can be made).</p>	

