

Bolton NHS FT

Job Description:

Admiral Nurse/ Dementia Nurse Specialist

Agenda for Change: Band 7

Grade:	Band 7 (NHS Agenda for change pay scale)
Managerially Accountable To:	Deputy Director of Nursing
Location:	Royal Bolton Hospital
Hours:	Whole time (37 ½ hours per week) – to be worked to suit the needs of the service so shift working may be required
Key Relationships	<ul style="list-style-type: none"> • Directorate/Service Managers • Matrons • 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 to improve the experience of carers/families affected by dementia.*

The post holder will:

- Promote, implement and evaluate evidence-based dementia care and provide leadership in improving experience of carers/families affected by dementia.
- Deliver and support evaluation of workforce development in dementia to improve staff knowledge and skills across the organisation.
- Support the delivery of key quality and performance indicators and evidence impact relating to dementia care, including the experience of families.

- 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 during hospital admission.
- Improve identification and management of co morbidities and frailty for people with dementia and their carers/families.
- Develop and support person-centred care plans for people with dementia including positive risk management (e.g. falls, delirium, depression, incontinence)
- Deliver relationship and family-centred approaches to care, which meet the needs of people with dementia, carers/families and staff.
- 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 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 in case conferences and best interest meetings where required.
- Work collaboratively with health, social and voluntary sector services to achieve coordinated care.
- Manage care transitions and support effective discharge for people with dementia and their carers/families in order to reduce frequency of admissions and length of stay.
- Ensure that care is delivered in accordance with relevant local and national guidelines and all relevant policies.
- Recognise the limits of own competency and professional boundaries and make appropriate and timely referrals to other services where required.

- **Education and Leadership**

- Provide innovative dementia training and education to staff within the Trust at all levels, 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.
- Provide leadership on the delivery of evidence based best practice in dementia care
- Act as a clinical role model to others, including student nurses, and mentoring other staff as required.
- Supporting the development and delivery of work streams as part of the Trusts Dementia Strategy.
- Provide professional and clinical leadership, mentorship and clinical expertise to the staff in the departments caring for people with dementia and their carers/families within Bolton NHS FT.
- Work in partnership with colleagues to provide support and information to families, particularly around 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.
- Support delivery of a dementia care policy for to improve identification, assessment, ongoing support and effective discharge for people with dementia and their 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 Bolton NHS FT.
- Collect and review quantitative and qualitative data to evaluate and audit the Admiral Nurse Service.
- Undertake analysis and evaluation and make any recommendations to the S Dementia Strategy Group or similar.
- Maintain clinical records using the Admiral Nurse data recording system and provide verbal and written feedback appropriately and as required.
- Ensure recorded information and data recorded is relevant, accurate, and complete and captured in a contemporaneous manner.

Professional

- Ensure all nursing practice is carried out in accordance with the agreed policies and procedures of, Dementia UK and the NMC Code.
- 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
- Contribute to and lead the development of policies, procedures and protocols relevant to dementia and Admiral Nursing within
- Ensure compliance with Trust clinical governance requirements.
- Participate in clinical supervision/mentoring within where required.
- Maintain up-to-date knowledge of evidence-based recommendations on supporting people with dementia and their carers/families.

Standard Trust Clauses

Health, Safety and Security:

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

Confidentiality:

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality:

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control:

- You must comply with all relevant policies, procedures and training on infection prevention and control.

Safeguarding Children and Vulnerable Adults:

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality:

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

Training:

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

Please note that this job description serves to provide an illustrative example of the duties and responsibilities the post holder may be expected to undertake during the course of their normal duties. It is not therefore an exhaustive list; the post holder will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

Bolton NHS Foundation Trust
Person specification: Admiral Nurse/Dementia Nurse Specialist
Band 7

	Essential	Desirable
Qualifications	<p>Registered Nurse (RMN/RGN/RNLD)</p> <p>Post registration qualification / training in dementia</p> <p>Formal knowledge of dementia/ older people acquired through clinical post-graduate education</p>	<p>Additional nursing qualification.</p> <p>Degree/ 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</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 of undertaking staff performance reviews and planned development of staff</p> <p>Experience of working with patients/ clients to develop practice</p>
Skills and Knowledge	<p>Incorporating and demonstrating all of the 6 Admiral Nurse competencies including person-centred care, therapeutic skills, triadic relationship, sharing knowledge, best practice, and critical reflective practice at enhanced specialist level</p> <p>Ability to use a range of therapeutic skills</p> <p>Effective role-modelling</p> <p>Understanding practice and promoting person-centred and relationship-centred care</p> <p>Collaborative and multi-agency working</p> <p>Critical reflection</p>	<p>Knowledge of research methods and methodologies.</p> <p>Understanding of competency frameworks</p> <p>Experience of supporting systematic practice development/ quality improvement</p>

	<p>Facilitator and arbitrator</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>Application of sources of research and research methods to evaluate and enhance practice</p>	
Aptitudes & Attributes	<p>Enhanced communication skills.</p> <p>Flexibility and creativity</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>Able to work on own initiative.</p> <p>Ability to work in groups/one to one.</p> <p>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>	