

Admiral Nurse Band 6 Job Description

Job Title:	Admiral Nurse
Grade:	Band 6
Location:	Norwich or other Norfolk base
Hours:	37.5 hours per week
Managerially accountable to:	Admiral Nurse Clinical Lead

The purpose of the Admiral Nurse role is to provide specialist dementia nursing expertise and support to those affected by dementia, with a specific focus on family carers/ supporters who experience difficulties within the following localities of Norfolk: Norwich, North Norfolk and South Norfolk.

Summary of Responsibilities

- To provide specialist nursing assessment, evidenced based intervention, practical advice and emotional support for family carers of people with dementia and where appropriate people with dementia themselves, at all stages including bereavement.
 - To offer expertise and guidance to professional colleagues, the general public and others in supporting family and relationship –centred approaches and best practice in dementia care.
 - To assist with the development, evaluation and audit of this specialist area of practice and of the Admiral Nursing service.
 - To provide up-to-date clinical advice, support, liaison, and in negotiated circumstances education and training to other staff/agencies.
 - To use the Admiral Nurse competency framework to support the development of own Admiral Nursing practice.
 - To participate in and make effective use of Dementia UK Clinical Supervision and Practice Development.
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- To provide clinical supervision to others in negotiated circumstances

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Main Duties

1. Clinical

- 1.1 To meet the multiple and often complex needs of families affected by dementia through ongoing assessment of health and wellbeing, including risk assessment; developing, implementing and evaluating intervention plans.
- 1.2 To advise on, recommend and provide a range of effective evidence-based interventions at all stages of the family's experience of dementia, paying particular attention to loss, transitions and changing relationships.
- 1.3. To assist clients i.e. families affected by dementia and /or colleagues, to develop skills and competencies in understanding and coping with challenges and difficulties they may face, in both individual and group situations. For example managing complex conditions, adapting responses when supporting the person with dementia, changes in relationships, distressed behaviour.
- 1.4. To provide a range of psychological and social interventions to promote health and assist with the alleviation, prevention and management of stress, depression, anxiety and other mental health needs of carers
- 1.5. To maintain clinical records using WANDA (or the relevant clinical patient information system) and provide verbal and written feedback appropriately and as required, to carers, persons with dementia (as appropriate), referring agencies and professional colleagues.
- 1.6. To liaise with GPs, case managers, primary health care practitioners, statutory and voluntary agencies regarding the best possible care for the family affected by dementia.
- 1.7 To promote the health and wellbeing of families affected by dementia in line with health and social care policy, guidelines and legislation.
- 1.8. To act as advocate for family carers (with permission) to facilitate access to services and influence care provision
- 1.9 To identify development options for addressing inequality and to contribute to strategies designed to improve access to services for people with dementia and carers who are socially excluded.
- 1.10 To ensure that care is delivered in accordance with Admiral Nurse Service Standards and other relevant local and national standards such as those recommended in NICE guidelines, national dementia and carer strategies/ plans and all relevant local host organisation policies.
- 1.11 To recognise the limits of own competency and professional boundaries and to make appropriate and timely referral in respect of clients needs
- 1.12 To facilitate and participate in case conference meetings, network meetings and similar, giving feedback and liaising with all concerned.

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- 1.13 To provide consultancy and guidance to those working in dementia care and to work collaboratively with health/social services and the voluntary and independent sector (as appropriate) to support best practice in dementia care.
- 1.14 To promote the rights, interests, needs and choices of carers and people with dementia in the planning, delivery and evaluation of care and services.
- 1.15 To facilitate consultation with carers about care and service delivery; to evaluate and provide feedback.

2. Professional

- 2.1 To deliver nursing practice in accordance with the agreed policies and procedures of host organisation, Dementia UK, the NMC Code of conduct and other relevant nursing policy.
- 2.2 To attend and actively participate in monthly practice development days, including clinical supervision; recommended training/education, including the Admiral Nurse Competency module and the Admiral Nurse Forum at least once a year, as supported by Dementia UK.
- 2.3 To maintain professional registration in line with NMC guidance including re-validation and use of the electronic portfolio, 'Pebblepad', as provided by Dementia UK.
- 2.4 To participate in practice based evaluation, audit and research and to disseminate findings.
- 2.5 To contribute to the development of practice, policies, procedures and protocols relevant to Admiral Nursing and the health and well - being of families affected by dementia.
- 2.6 To work positively with colleagues to maintain clinically effective relationships.
- 2.7 To participate in local clinical supervision / mentoring; providing clinical supervision to others, where appropriate.
- 2.8 To work with the host organisation to manage demands placed on the service.

3. Education

- 3.1 To participate in and/or lead, where appropriate, formal training events such as courses, conferences, seminars and workshops at all levels, maintaining and contributing to higher level educational programmes in dementia care, disseminating Admiral Nursing work, and promoting best practice in dementia care.
- 3.2 To integrate into practice current knowledge of dementia and caring, informed by research and other forms of evidence.

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- 3.3 To act as a clinical role model to others and take an active role in student nurse placements, including mentoring as appropriate.
- 3.4 To develop their own competence to practice through use of the Admiral Nurse Competency Framework, 'Pebblepad' e-portfolio development, Personal Development Planning and continuing professional development
- 3.5 To comply with host organisation arrangements for continuing professional development, including being aware of own development needs and how they can be met.
- 3.6 To maintain up to date knowledge base of resources, service provision, policy context, new approaches, interventions and treatments in dementia care and contribute to local policy and procedure development and review.
- 3.7 To contribute to a learning environment, working closely with the Admiral Nurse Directorate at Dementia UK, liaising with researchers, practice developers and educational providers.

4. General

- 4.1 To contribute to the development of policies, procedures and protocols relevant to Admiral Nursing and the health and well being of the client group.
- 4.2 To promote equality of access and opportunity in all aspects of the work.
- 4.3 To undertake appropriate risk and other assessments in a timely manner in accordance with host organisation policy.
- 4.4 To take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination,
- 4.5 To comply with host organisation policy on confidentiality, and the Data Protection Act 1998 as amended, relating to information held manually or on computerised systems.
- 4.6 To respect the confidentiality and privacy of clients (families affected by dementia) and staff at all times.
- 4.7 To maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves, reporting any accidents or fault in line with host organisation policies.
- 4.8 To participate in personal training, development, appraisal, and attend all relevant training courses as required.

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Health & Safety at Work Act

The post holder must be aware of the responsibilities placed upon them under the Health and Safety Act 1974 to ensure that agreed procedures are carried out and that a safe working environment is maintained for patients, visitors and employees.

Professional Conduct

The post holder must comply with their appropriate professional body and code of conduct e.g. NMC Code: Professional Standards of Practice and Behaviour for Nurses and Midwives.

Responsibility for data quality

All Admiral Nurses that record information have a responsibility to ensure that the data is relevant, accurate, complete and captured in a timely manner so that it is fit for purpose. Staff must follow the agreed (host organisation) policies and procedures. A data subject e.g. an employee/patient, has a right to expect this under the Data Protection Act's fourth principle - *Personal data shall be accurate and where necessary kept up to date*

Safeguarding

All Admiral Nurses have a responsibility to themselves, patients, service users and other staff in ensuring the effective Safeguarding of Children and Adults. Admiral Nurses must follow the agreed local policies and procedures in both these domains

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.

Person Specification Admiral Nurse Band 6

	Essential	Desirable
Qualifications	<p>Registered Nurse (RMN/RGN/RNLD)</p> <p>Post registration qualification/ training in dementia and/or care of older people with mental health needs</p> <p>OR</p> <p>Post –registration clinical experience of working with people with dementia /older adults with mental health needs (as below)</p>	<p>Additional nursing qualification</p> <p>Relevant teaching qualification</p> <p>Mentorship Qualification</p> <p>Degree/ Masters level qualification in Dementia / Older Persons Mental Health</p> <p>Qualification in group / individual counselling skills</p>
Work Experience & Attainments	<p>Post –registration clinical experience of working with people with dementia /older adults with mental health needs</p> <p>Experience of working with family carers/ supporters/ of people with dementia in different settings.</p> <p>Experience of working with groups and individuals in a variety of roles and settings</p> <p>Experience of working as an autonomous practitioner</p> <p>Experience of working with service users to develop practice</p>	<p>Experience of professional supervision of staff</p> <p>Experience of evaluation or audit.</p> <p>Experience of casework coordination</p>
Skills and Knowledge	<p>Knowledge about dementia and how this affects individuals day-to-day life, relationships, family and support networks</p> <p>Advanced assessment skills</p> <p>Counselling skills</p> <p>Knowledge and experience of delivering a wide range of therapeutic interventions in dementia care</p>	<p>Understanding of competency frameworks and systematic practice development within healthcare cultures</p> <p>Research skills and application to practice</p>

	<p>Knowledge of carers' needs and carers experience.</p> <p>Understanding of the process of promoting best practice and contributing to multi- disciplinary team working.</p> <p>Ability to evaluate clinical practice</p> <p>Understanding of ethical and legal issues relating to dementia care.</p> <p>IT literacy</p> <p>Facilitation skills</p> <p>Knowledge of relevant national policy and practice initiatives</p> <p>Knowledge of research methods and methodologies</p> <p>Presentation and teaching skills</p> <p>Proven ability to learn through practice</p> <p>Evidence of recent continuing practice development</p>	
<p>Aptitudes & Attributes</p>	<p>Excellent communication skills</p> <p>Ability to provide support to team members</p> <p>Positive mental attitude and a willingness to discuss and negotiate issues and ideas</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</p>	

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	<p>relationships with warmth and empathy.</p> <p>Ability to treat clients with respect and dignity, adopting a culturally sensitive approach which considers the needs of the whole person</p> <p>Good understanding of role, and of wider operational / organisational networks</p> <p>Creativity and openness in own practice</p>	
<p>Other Requirements</p>	<p>A full valid driving licence and access to a car to use regularly for business purposes is essential (unless you have a disability as defined by the Equality Act 2010 and a reasonable adjustment can be made)</p> <p>Flexible approach to meet the needs of the service</p>	



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Shortlisting (*) and interview assessment (+) criteria

Essential:	Desirable:
Registered nursing qualification (*)	Additional nursing qualification (*)
Significant post registration experience in care of people with dementia /older people with mental health needs (*)	Experience of professional supervision of staff (*)
Post registration qualification/ training in dementia and/or care of older people with mental health needs (*)	Degree/ Masters level qualification in Dementia / Older Persons Mental Health (*)
Knowledge of family carers needs / experience of working with family carers (+)	Good presentation skills (+)
Detailed knowledge about dementia and how this affects individuals day-to-day life, relationships, family and support networks (+)	
Experience of working with groups and individuals in a variety of roles and settings (*)	
Excellent verbal and written skills. (* +)	
Knowledge and experience of delivering a wide range of therapeutic interventions in dementia care (* +)	
Understanding of legal and ethical issues in dementia care (+)	
Understanding of the process of promoting best practice in dementia care (+)	
Knowledge of relevant national policy and practice initiatives (+)	
Positive mental attitude, creativity and openness in approach to practice (+)	
Good understanding of role, and of wider operational / organisational networks (+)	