JOB DESCRIPTION

JOB TITLE: Admiral Nurse Practitioner
PAY BAND: 6
WORKING HOURS: 37.5
RESPONSIBLE TO: Admiral Nurse Clinical Lead
ACCOUNTABLE TO: Head of Nursing
LOCATION: Halton Borough

JOB SUMMARY

The overall purpose of the post is to make quality improvements in the provision of services for carers and supporters of people with dementia, offering consultancy to those providing care for people with dementia. A key element will be working with key stakeholders to establish awareness of dementia and improving dementia services across the borough of Knowsley.

MAIN RESPONSIBILITIES

- To support the Clinical Lead Nurse with the development, evaluation and audit of this specialist area of practice and of the Admiral Nursing service.

- To support the Clinical Lead Nurse to identify development options for addressing inequality and to contribute to strategies designed to improve access to services for people with dementia who are socially excluded.

- 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 National Dementia Strategy, Personalisation Agenda and other equivalent policy across the UK.

- To provide and promote evidence based best practice for people with dementia and their carers with responsibility for the nursing of a defined group of clients in Knowsley.
• To support the Clinical Lead Nurse to engage in the development of local, regional and national strategy and research supporting the development of best practice in dementia care and working with families.

• To work with colleagues to implement the latest theory and developments into practice across the service.

• To make effective use of clinical supervision opportunities within Dementia UK and local Trust policy.

• To support the Clinical Lead Nurse to provide consultancy to those working in dementia care and to work collaboratively with health and social services, the voluntary and independent sector (as appropriate).

• To promote the rights, interests, needs and choices of service users and other interest groups in the planning, delivery and evaluation of care and services.

• To support the Clinical Lead Nurse to facilitate consultation with clients about care and service delivery; to evaluate and provide feedback.

MANAGERIAL / LEADERSHIP (including financial / physical resources and staffing)

1. To demonstrate leadership by means of:
   • Effecting change within own sphere of practice when and where indicated
   • Making recommendations to improve services
   • Influencing, motivating, supporting and enabling others to contribute towards the effectiveness and success of Knowsley PCT

2. To organise own workload, prioritising and being aware of the commitments for the Admiral Nursing

3. Challenge behaviours and practices that infringe on the rights of people with dementia.

4. To attend meetings as required, submitting relevant and accurate reports as required.

CLINICAL

• Registered practitioners who are non medical prescribers are accountable for their prescribing activities by ensuring they are aware of their Professional
accountability and any restrictions or special considerations in their prescribing practice.

- Maintain and utilise advanced clinical skills to analyse and interpret history of illness, presenting symptoms and physical findings to enable diagnosis, planning and treatment of the patient.

- To work in a dual role, that encompasses face-to-face clinical work with families and people with dementia, and also the provision of consultancy work for colleagues, the general public and clients.

- To provide specialist nursing assessment, evidence-based intervention, advice and support for clients.

- Assist clients to acquire skills and competencies in individual and group situations to understand and cope with challenges and difficulties they may meet, for example changing behaviours and changing relationships.

- 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 clients.

- Maintain clinical records, (using PARIS and/or other appropriate information systems), and provide verbal and written feedback, appropriately and as required, to carers and supporters, persons with dementia, and referring agencies and professional colleagues.

- To meet the multiple and often complex needs of carers through ongoing assessment of health and wellbeing, including risk assessment; developing, implementing and evaluating intervention plans.

- To advise, recommend and signpost to a range of effective evidence-based interventions throughout the client’s journey.

- To work independently but contribute to integrated, multi-disciplinary care plans and deliver a range of evidence-based interventions based upon maximising life, coping with difficult transitions, empowering carers and supporting colleagues where relationships with carers have broken down.

- To promote the rights, interests, needs and choices of service users and other interest groups in the planning, delivery and evaluation of care and services.

- To act as a change agent and lead the implementation of new theory and practice in dementia care.
• To act as a specialist adviser in dementia care and carer needs to local and regional groups and to admiral nursing nationally.

• To maintain up to date knowledge base of resources, service provision, policy context, new approaches, interventions and treatments in dementia care and to influence local policy and procedure development and review.

• To contribute to development of policies, procedures and protocols relevant to Admiral nursing and the health and well being of the client group.

• To assess risk of abuse with individuals when undertaking assessments and reviews, promoting access to advocacy and follow Knowsley’s safeguarding polices and procedures.

**LEARNING AND DEVELOPMENT**

1. To improve the quality of provision in the community through delivery of appropriate education and training relating to dementia care to multi disciplinary, multi professional staff

2. When required by the Clinical Lead Nurse, work in collaboration with the Training Department in the provision of education

3. To participate in the induction process of new staff

4. Contribute to and participate in the education of pre and post registration study nurses

5. To keep up to date with current research information relevant to service and appropriate training as required.

6. To organise, support and deliver research-based clinical education to relevant staff to cares, supporters, multi-professional and voluntary sector.

7. To maintain own personal development, knowledge and skills sharing good practice with colleagues.

8. Demonstrate critical thinking and reflective skills to ensure own professional development in line with prep requirements.

**CLINICAL GOVERNANCE / RESEARCH AUDIT**
1. Qualified Nurses are required to evidence maintenance of their registration with the Nursing and Midwifery Council (NMC) and work to the NMC Code of Professional Conduct.

2. To ensure compliance for self and others with policies, clinical guidelines and care pathways.

3. To participate in clinical supervision sessions with line manager.

4. To maintain clear, concise and contemporaneous patient records at all times in line with Trust policy and standards for record keeping (NMC April 1993).

5. To undertake appropriate research and clinical audit, within a clinical governance and ethical framework.

COMMUNICATION

1. To build and maintain effective communication channels between carers, supporters, professionals across health and social care and the voluntary sector

2. To provide timely and accurate information both written and verbal as requested.

3. To communicate complex and sensitive information in an appropriate manner using negotiation and persuasion skills when necessary.

4. To attend team meetings and participate in team brief.

5. Attend appropriate meetings to maintain effective communication / links with teams in other areas.

This job description is not exhaustive, additional duties may be requested in line with the post holders knowledge, skills and competencies and the requirements of a developing service.

RESPONSIBILITIES COMMON TO ALL STAFF

- To establish, maintain and develop professional working relationships with colleagues

- Follow all agreed Quality Assurance Mechanisms in operation and contribute generally to the establishment and development of a quality service.
• Adhering to PCT policies and procedures including standing financial instructions and orders.

• Participate in the Trust’s Development Review Appraisal process and, with line management, objectives and development plans. All staff are entitled to participate in the Review Process and, with their manager, are jointly responsible for the completion of agreed actions.

• The Trust is keen to ensure the health and safety of patients, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.

• The Trust aims to be a place in which people can work and study free from discrimination. All staff, patients and visitors are required to comply with the Trust’s Equal Opportunities Policy.

• To be aware of, and responsible to, the changing nature of the Trust and adopt a flexible and pro-active approach to work

• To personally contribute to the ICS health promotion strategies both internally and externally.

• All ICS staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults.

• Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties.

• Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults.

• Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.

• Staff will be trained to a level appropriate to their responsibilities in this respect in line with the current KSF post outline and the ongoing PDR process.

All employees have a personal contribution to reducing healthcare-associated infections (HCAIs). Staff must be compliant with all measures known to be effective
in reducing HCAIs and be familiar with the Trust’s Infection Control Policies. All staff are required to attend a mandatory training session on infection prevention and control and be updated according to their area of employment.

Infection Prevention and Control is everyone’s responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts’ Infection Prevention and Control Policies and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Hygiene Code - Code of Practice for the Prevention and Control of Healthcare Associated Infections (DH 2008).

All staff employed by ICS have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members must attend mandatory infection prevention and control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

Employee Name: ________________________________

Manager Name: ________________________________

Manager Designation: ____________________________

Signed Employee Name: ______________ Date: __________

Signed Manager Name: ______________ Date: __________
RECRUITMENT AND SELECTION
PERSON SPECIFICATION

POST: Admiral Nurse Practitioner
GRADE: 6
LOCATION: Halton Borough

PERSONAL QUALITIES REQUIRED
(on the basis of the job Description)

<table>
<thead>
<tr>
<th>QUALIFICATIONS</th>
<th>ESSENTIAL (E)</th>
<th>DESIRABLE (D)</th>
<th>HOW ASSESSED</th>
</tr>
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<tbody>
<tr>
<td>Registered Mental Health Nursing qualification active on NMC register</td>
<td>E</td>
<td></td>
<td>A/I/C</td>
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<tr>
<td>ENB 998 or equivalent</td>
<td>E</td>
<td></td>
<td>A/I/C</td>
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<tr>
<td>Evidence of post registration training</td>
<td>E</td>
<td></td>
<td>A/I/C</td>
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<tr>
<td>Qualification in older person’s mental health</td>
<td>D</td>
<td></td>
<td>A/I/C</td>
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<tr>
<td>Qualification in working in community setting</td>
<td>D</td>
<td></td>
<td>A/I/C</td>
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EXPERIENCE

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<tr>
<th>EXPERIENCE</th>
<th>ESSENTIAL (E)</th>
<th>HOW ASSESSED</th>
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<tbody>
<tr>
<td>Experience of working with older people with mental health needs and their carer/ supporters and representatives in different settings</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Experience of working with persons with dementia and their supporters and carers</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td>Facilitation skills</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Experience of working with groups and individuals in different roles and settings</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Up to date knowledge of carers needs and caring experience</td>
<td>D</td>
<td>A/I</td>
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<tr>
<td>Experience of working with clients to develop practice</td>
<td>D</td>
<td>A/I</td>
</tr>
<tr>
<td>Experience in treating service users with respect and dignity at all times, adopting a culturally sensitive approach which considers the needs of the whole person</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Knowledge about dementia and how this can affect individuals day to day life, relationships and family and support networks</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Knowledge of National policies relating to dementia</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td>Experience of working as part of a team</td>
<td>E</td>
<td>A/I</td>
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<tr>
<td>Previous experience as an Admiral Nurse or Community Mental Health Nurse for Older Persons</td>
<td>D</td>
<td>A/I</td>
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<tr>
<td>Experience of coaching learners and developing learning environment</td>
<td>D</td>
<td>A/I</td>
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<tr>
<td>Commitment to developing practice in self and others</td>
<td>E</td>
<td>A/I</td>
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<thead>
<tr>
<th>KNOWLEDGE/SKILLS/ABILITIES</th>
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<tr>
<td>Ability to work independent or as part of a team</td>
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<td>Ability to travel in the course of duties across the Borough of Knowsley</td>
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<td>Practice in an anti discriminatory manner</td>
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<td>Has a mature, professional manner at all times.</td>
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<td>Demonstrable ability to apply</td>
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high level of knowledge and skills in clinical setting