

Carers in Hertfordshire Admiral Nurse Service

Key Messages and Frequently Asked Questions

Key Messages

In 2017 a countywide Admiral Nurse Service was launched in Hertfordshire, hosted by Carers in Hertfordshire in partnership with Dementia UK. This service provides specialist dementia support for families and carers across the county when times are difficult and challenging by providing expert guidance and practical solutions.

Due to the continued success of the service and additional funding from Hertfordshire Partnership University NHS Foundation Trust the service is expanding and therefore this is creating exciting job opportunities for nurses who would like professional development in dementia care and to work across the community supporting families.

The service is hosted by Carers in Hertfordshire and the current service is jointly commissioned by Hertfordshire County Council, Herts Valley CCG, East North Herts CCG and Dementia UK.

FAQs

THE ROLE

What is an Admiral Nurse?

Admiral Nurses are all qualified nurses with a professional specialism in dementia. Admiral Nurses provide specialist dementia support for families when times are challenging or difficult. By adopting a whole family approach Admiral Nurses work alongside people with dementia, families and carers to provide expert guidance and practical solutions that can be difficult to find elsewhere. They also provide education, leadership, development and support to other colleagues and service providers. The upskilling of colleagues allows the expertise of Admiral Nurses to reach beyond the families on their direct caseload.

What type of support does an Admiral Nurse provide?

Admiral Nurses can support families from when they are discharged from the early memory and diagnosis service, EMDASS through to post bereavement. Their clinical knowledge and skills help prevent crisis and build carers resilience which in turn supports families to maintain quality of life and a sense of control.

Admiral Nurses start with a comprehensive assessment of each family they work with, to get a full picture of where they need help. They then offer tailored and flexible support, from advising families on the medical aspects of dementia, such as psychosis, incontinence and sleep disturbance, to giving advice on improving family relationships that may be under stress. If someone with dementia has other physical health problems, Admiral Nurses can help manage these too.

Admiral Nurses can help co-ordinate a person's care, due to their understanding of the health and social care systems. They can advocate for families who might not know the best questions to ask, or who to ask them of, and can help families prepare for complicated processes such as continuing healthcare assessments or finding suitable long term care.

Key interventions include:

- ✓ Specialist holistic assessment and needs identification of families living with dementia.
- ✓ Psychological support to help people with dementia and their families understand and deal with their feelings, thoughts and emotions
- ✓ Provide appropriate level of information at the right time and in a way that can be easily understood
- ✓ Practical advice and strategies aimed at preventing and managing situations that can arise after a dementia diagnosis
- ✓ Therapeutic and educational interventions to help empower families and support them to live more positively with the person with dementia
- ✓ Collaboration with professionals and organisations to ensure families receive coordinated support
- ✓ Care management and navigation
- ✓ Where an admission is clinically unavoidable the Admiral Nurse will ensure a smooth transfer of care, laying the foundations for personalised care and support planning

What sets Admiral Nurses apart from other professionals?

Admiral Nurses fulfil a specific, and unique, role in the dementia pathway. They specialise in the case management of families who are dealing with the complexities of caring for a person with dementia, working alongside other professionals who provide bespoke guidance and generic information and advice to families.

Admiral Nurses go beyond advice, offering the most comprehensive, specialist, expert service in the UK for families living with the complexities of dementia.

Admiral Nurses focus on the family as a whole, including making sure carers have the support and skills they need. They equip carers with stress management techniques and coping strategies, and can help them to make contact with local respite services. They also provide specialist carer education and training.

Admiral Nurses offer specialist one-to-one support, expert guidance and practical solutions to support the entire family. Admiral Nurses work together with families and other health and social care services, using their experience and expertise to foresee and avoid crises. They also work alongside other professionals in the dementia care pathway, sharing best practice. Their way of working is proven to deliver vital cost savings to health services and better outcomes for people living with dementia.

What are the key duties for the role?

Admiral Nurses have the expertise to:

- Conduct a specialist assessment with families who have complex needs, and devise a plan to address these
- Provide psychological support to help people with dementia and their families cope
- Give families practical advice and strategies for preventing and managing difficult situations
- Manage and coordinate care, when required
- Work together with families using therapeutic and educational interventions
- Work in liaison with other professionals and organisations to make sure that families obtain co-ordinated support

Who can access the service?

The service is available to people with dementia and their family carers who live in Hertfordshire, or are registered with a GP practice in Hertfordshire.

How can people access the service?

Health or social care professionals are able to refer to the Admiral Nurse Service and self referrals are also accepted. Referrals are accepted based on clinical judgment of the Admiral Nurse Team Lead.

How much travel will I have to do as part of the role?

The Admiral Nurses work across the community with care and support being delivered locally in the most appropriate care setting and therefore travel across the county will be required, for which mileage expense will be reimbursed. The team of nurses are managed by the Band 7 Admiral Nurse Clinical Lead, who aims to allocate each Admiral Nurse to a 'patch' within the county to avoid excessive travel, however when unavoidable travel across the county may be required based upon needs and demand of the service.

The organisation's Headquarters is based at 119 Fore Street, Hertford, SG14 1AX, with an additional office in Borehamwood (Warwick House, 2 Oaks Court, Warwick Road, Borehamwood, WD6 1GS).

In addition, to the two location above the post holder is also required to work from any of the following locations:

- In the community
- At your home
- At any *Carers in Hertfordshire* listed 'touch down' stations.

The specific detail of how much time is spent at each location will be agreed with your line manager as required. On successful completion of the probationary period, remote working will also be discussed to ensure optimal use of time.

RECRUITMENT

How many Nurses are there currently and how many vacancies are there?

The existing team is formed of a band 7 Admiral Nurse Clinical Lead and 3 band 6 Admiral Nurses, one of which is currently vacant. There are a further 2 new band 6 Admiral Nurse vacancies due to the service expansion, therefore in total we are recruiting 3 band 6 Admiral Nurses.

Role	WTE
Band 7 Admiral Nurse Clinical Lead	1.0 – currently in post
Band 6 Admiral Nurse	1.0 – currently in post
Band 6 Admiral Nurse	1.0 – currently in post
Band 6 Admiral Nurse	1.0 – existing vacancy
Band 6 Admiral Nurse	1.0 – vacancy due to expansion
Band 6 Admiral Nurse	1.0 – vacancy due to expansion

What salary are you recruiting to?

The Admiral Nurse posts will be offered within the band 6 NHS page scale.

When and where will the jobs go out to advert?

The adverts are currently on NHS jobs, Carers in Hertfordshire's 'Jobs and Volunteering' website page and Dementia UK's 'Admiral Nurse Vacancies' website page.

How do I apply?

Please apply through the NHS jobs website.

Have you set the interview dates? And who will be on the panel?

We hope to interview week commencing 18th September 2019

The panel will include a maximum of 4 representatives from the partner organisations involved in this project, including the band 7 Admiral Nurse Clinical Lead and a representation from Dementia UK and a carer.

What skills and knowledge does the role require?

We are seeking registered nurses who have clinical experience of working with people with dementia and their families in a range of settings including the community. Please review the job description for further detail relating to the specific skills and knowledge required for this post.

EMPLOYMENT

Who will be my employer?

Carers in Hertfordshire

What terms and conditions will I have?

Carers in Hertfordshire is not able to support NHS Pension Payments – however does have an alternative occupational pension provision. (see attached sheet for details).

Band 6 (£30,401 to £37,267) Annual Leave = 22 days + Bank Holidays

Please see attached sheet for other benefits associated with working for Carers in Hertfordshire.

Can I work part time?

There may be some room for negotiation on hours for suitable candidates, however please bear in mind that overall we do need to reach the full staffing establishment.

What will my hours be?

The service is operational Monday – Thursday 9.00am-5.30pm and Friday 9.00am-4.30pm. However, from time to time there will need to be an element of flexible working to meet the needs of carers and therefore nurses may need to work outside these hours and management support will be available to enable them to do this safely. During these occasions time off in lieu provisions will apply.

PROFESSIONAL DEVELOPMENT

What training will I receive?

Carers in Hertfordshire will provide a local induction to all new staff members and ongoing support. In addition to this, you will benefit from regular clinical supervision, professional and practice development, and links with other Admiral Nurses both regionally and nationally, to enable you to be at the forefront of dementia care.

This will include:

- Three day induction covering the Admiral Nurse role and the Admiral Nurse Assessment Framework and Competency Framework
- Monthly clinical supervision with other Admiral Nurses from across the region with a clinical supervisor
- Monthly professional development on topics such as anticipatory grief, atypical dementias and advance care planning
- Regular master classes
- Membership of Community of Practice
- A yearly Admiral Nurse Forum, bringing together Admiral Nurses from throughout the UK
- Masters module in Admiral Nurse competency, in partnership with the University of Worcester
- Use of 'PebblePad' – a bespoke Admiral Nursing tool to demonstrate competencies and capture evidence to inform the revalidation process
- Support with service development and monitoring, as well as the opportunity to work with Dementia UK on producing and publishing research, reports and papers