



Job Description

Admiral Nurse Band 7 - Clinics Job Description

Salary range	£37,670 - £43,772 Fixed 2 Year Contract
Professionally responsible to:	Local Consultant Admiral nurse (Dementia UK)
Managerially accountable to:	Local Consultant Admiral nurse (Dementia UK)
Location:	Various locations: Edinburgh East Sussex Derbyshire Staffordshire Nottingham
Hours:	37.5
Key Relationships	<input type="checkbox"/> Directorate/Service Managers <input type="checkbox"/> Clinical staff <input type="checkbox"/> Families/carers of person with dementia <input type="checkbox"/> Social care <input type="checkbox"/> Primary care

Summary of Responsibilities:

The post holder will be expected to work within a defined geographical area to develop, set up and deliver local Admiral Nurse clinics. The Admiral Nurse Clinic will be available for anyone within the defined area who has been assessed by the Admiral Nurse as needing support.

The post holder will provide ongoing support to families via the agreed clinic setting. The post holder will also work within the agreed setting/ location to provide specialist advice and support as appropriate.

The post holder will:

- Provide consultancy, support and guidance to families living with Dementia.
- Work collaboratively with health/social care and the voluntary sector when appropriate to support best practice in dementia care



- Promote, implement and evaluate evidence based dementia care and provide leadership in improving the experience of carers/families affected by dementia
- Contribute to and support the delivery of key quality and performance indicators and evidence impact relating to 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.

Main Duties & Responsibilities:

Clinical

- 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.
- Advise on the care of people with dementia and their carers/families with complex care needs from peri-diagnosis to post bereavement support.
- Implement and support the development of Admiral Nurse Clinic service.
- Develop and support person-centred care plans for families who are caring for a person with dementia.
- 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 advice on 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.
- 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, continuing health care processes and best interest meetings where required and as requested
- Work collaboratively with health, social and voluntary sector services to achieve coordinated and integrated care.
- Provide advice and support on 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 Dementia UK 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

- Participate in and/or lead formal training events promoting best practice in dementia care and disseminating Admiral Nursing work
- 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 Dementia UK 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 people living with dementia and family carers

Evaluation and Audit

- Collect and review quantitative and qualitative data to evaluate and audit the Admiral Nurse Clinic.



- 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 is recorded, 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 Dementia UK and the NMC Code 2015.
- To attend and actively participate in 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 revalidation
- Ensure own (and others) compliance with clinical governance requirements.
- Participate in clinical supervision/mentoring/appraisals when 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.

Managerial and Administrative role

- To ensure the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with Dementia UK policy
- Participate with the local Consultant Admiral Nurse regarding the setting up and management of the clinic.
- Meet with the Consultant Admiral nurse on a regular pre agreed basis and ensure they are fully aware of progress /concerns / issues



- Annual leave will have to be booked in advance and in good time with the Consultant Admiral nurse.
- To report any sickness and absence to the Consultant Admiral Nurse in a timely manner so that cover for clinics can be arranged.
- Participate in Dementia UK steering groups and develop and maintain positive working relationships with Dementia UK.

Other Requirements

The successful post holder will be employed by Dementia UK and will be required to work within a primary care setting. The Charity reserves the right to require the employee to work at such other host organisation within reasonable commuting distance of the employee's home or usual place of work.

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 7 Clinics 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 working with groups and individuals in a variety of roles and settings</p> <p>Demonstrated experience of working as an autonomous practitioner</p> <p>Experience of audit/ evaluating clinical practice</p> <p>Experience report writing</p>	<p>Experience of working with a primary care setting.</p> <p>Experience of recent involvement in practice/ service development.</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>Good facilitation skills</p> <p>Acting as a decision maker and advocate</p> <p>Good organisational skills</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>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>	
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>	