

## JOB PROFILE ADMIRAL NURSE

<b>JOB TITLE:</b>	Admiral Nurse
<b>LOCATION:</b>	Head Office
<b>ACCOUNTABLE TO:</b>	Head of Charity Services
<b>REPORTING TO:</b>	Lead Admiral Nurse
<b>RESPONSIBLE FOR:</b>	Responsible for Dementia staff and volunteers
<b>SALARY BAND:</b>	£29,443 to £37,341
<b>HOURS:</b>	Contract hours can be between 20 hours/week to 36.25 hours/week, to be agreed on appointment

### PURPOSE

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 a defined locality of North Tyneside.

The post holder will join a national network of Admiral Nurses who will benefit from the practice development framework for Admiral Nursing provided by Dementia UK. This comprises education, training and development, clinical supervision, and support with research, evaluation and audit.

### 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, within a defined locality of North Tyneside.
- 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 colleagues/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.
- To provide regular clinical supervision to others such as Dementia Service staff, volunteers and students

## **Main Duties**

### **Clinical**

- 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 within an identified locality of North Tyneside.
- 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.
- 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.
- 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 family carers
- To maintain clinical e-records using our Customer Relationship Management (CRM) System, and provide verbal and written feedback appropriately and as required, to carers, persons with dementia (as appropriate), referring agencies and professional colleagues.
- 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.
- To promote the health and wellbeing of families affected by dementia in line with health and social care policy, guidelines and legislation.
- To act as advocate for family carers (with permission) to facilitate customer access to services and influence care provision
- 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.

- 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 Age UK North Tyneside policies.
- To recognise the limits of own competency and professional boundaries and to make appropriate and timely referral in respect of clients needs
- To facilitate and participate in case conference meetings, network meetings and similar, giving feedback and liaising with all concerned.
- To provide consultancy and guidance to those working with customers with dementia care needs and to work collaboratively with them, health/social services and the voluntary and independent sector (as appropriate) to support best practice in dementia care.
- To promote the rights, interests, needs and choices of carers and people with dementia in the planning, delivery and evaluation of care and services.
- To facilitate consultation with carers about care and service delivery; to evaluate and provide feedback.
- To provide regular clinical supervision to locality staff and other team members as agreed, including the mentorship of student nurses. Also provide advice and support to other team members and Age UK North Tyneside/EveryDay staff regarding casework. To deputise in the absence of the Lead Admiral Nurse as requested.
- To participate in the Dementia Service duty system rota undertaking triage of new referrals to the service.

### **Professional**

- To deliver nursing practice in accordance with the agreed policies and procedures of Age UK North Tyneside, Dementia UK and other relevant nursing policy. 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.
- 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, as supported by Dementia UK.
- To maintain professional registration in line with NMC guidance including re-validation and use of the electronic portfolio, 'Pebblepad', as provided by Dementia UK.
- To participate in practice based evaluation, audit and research and to disseminate findings.
- 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.
- To work positively with colleagues and other agencies to maintain clinically effective relationships.

- To participate in local clinical supervision / mentoring
- To work with Age UK North Tyneside to manage demands placed on the service.

## **Education**

- 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. Also participating and facilitating dementia/delirium training and supervision for Age UK North Tyneside/EveryDay as agreed.
- To integrate into practice current knowledge of dementia and caring, informed by research and other forms of evidence.
- To act as a clinical role model to others and take an active role in student nurse placements, including mentoring as appropriate.
- To develop own competence to practice through use of the Admiral Nurse Competency Framework, 'Pebblepad' e-portfolio development, Personal Development Planning and continuing professional development
- To comply with Age UK North Tyneside's arrangements for continuing professional development, including being aware of own development needs and how they can be met.
- 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.
- To contribute to a learning environment, working closely with the Admiral Nurse Directorate at Dementia UK, liaising with researchers, practice developers and educational providers.

## **General**

- To contribute to the development of policies, procedures and protocols relevant to Admiral Nursing and the health and well being of the client group within EveryDay
- To promote equality of access and opportunity in all aspects of the work.
- To undertake appropriate risk and other assessments in a timely manner in accordance with Age UK North Tyneside policy.
- To take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination. Maintain, understand and comply with equality & diversity good practice.
- To ensure the recording of all accidents, complaints, untoward incidents and losses in accordance with local policy. 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 customers, visitors and employees.

- To comply with Age UK North Tyneside policy on confidentiality, and the Data Protection Act 1998 as amended, relating to information held manually or on computerised systems. 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.
- To respect the confidentiality and privacy of clients (families affected by dementia) and staff at all times.
- To maintain a constant awareness of health, welfare and safety issues affecting colleagues, customers, visitors and themselves, reporting any accidents or fault in line with Age UK North Tyneside policies.
- All Admiral Nurses have a responsibility to themselves, customers 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
- To participate in personal training, development, appraisal, and attend all relevant training courses as required.
- To promote the organisation's services, values and aims at every opportunity
- To work in line with Age UK North Tyneside's performance framework to achieve performance targets for the organisation, the service and those set as part of individual Performance Development Review meetings.

Please note that this Job Profile 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

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<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>
<b>Work Experience &amp; Attainments</b>	<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 casework coordination</p>
<b>Skills and Knowledge</b>	<p>Knowledge about dementia and how this affects individuals day-to-day life, relationships, family and support networks</p> <p>Ability to build constructive relationships with warmth and empathy.</p> <p>Ability to treat customers with respect and dignity, adopting a culturally sensitive approach which considers</p>	<p>Understanding of competency frameworks and systematic practice development within healthcare cultures</p> <p>Knowledge of research methods and methodologies</p> <p>Experience of</p>

	<p>the needs of the whole person</p> <p>Advanced assessment skills</p> <p>Creativity and openness in own practice</p> <p>Positive mental attitude and a willingness to discuss and negotiate issues and ideas</p> <p>Counselling skills</p> <p>Knowledge and experience of delivering a wide range of therapeutic interventions in dementia care</p> <p>Knowledge of carer's needs and carer's 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>Presentation and teaching skills</p> <p>Proven ability to learn through practice</p> <p>Evidence of recent continuing practice development</p>	<p>service evaluation or audit.</p> <p>Good presentation skills</p>
<p><b>Competencies</b></p>	<p><b>Openness to change</b> - recognises and responds to the need for change and uses it to improve organisational performance.</p> <p><b>Team working</b> - is a committed team member, supports team decisions, understands the impact of their actions on others and promotes a team spirit, within and outside their immediate work group. Establishes</p>	

and maintains effective working relationships with others

**Problem Solving** - gathers all relevant information to work through the details of a problem to reach a logical solution, being fully aware of their decisions upon others and the Group.

**Communication skills** - Communicates ideas and information effectively both verbally and in writing choosing appropriate style in relation to the audience. Listens to what others have to say and checks to ensure information given is received and understood.

**Drive for achievement** - harnessing and motivating self and others to achieve organisational goals. Has a clear understanding of what is expected and the drive and commitment to achieve or exceed objectives, Can accept constructive feedback in order to bring about effective performance.

**Organisational Awareness** - Takes interest in the Group beyond own role and is able to focus own efforts and personal responsibilities to support the achievement of the Group's aims and objectives. Understands policies and procedures and uses them effectively.

**Personal responsibility** - Takes ownership for own actions and accepts the consequences that come from them and understands how their actions can impact on others. Acts with a high degree of integrity.

**Planning and Organisation** - Plans and organises to ensure that resources are used efficiently and effectively to achieve organisational goals.

**Customer Focus** - Has a clear understanding of the requirements and needs of both internal and external customers and makes every



	effort to satisfy their needs and exceed their expectations.	
<b>Behaviours</b>	<p><b>Working with others:</b> Building and maintaining relationships. Encouraging contribution. Working within teams.</p> <p><b>Improving services:</b> Ensuring customer safety. Encouraging improvement and innovation</p> <p><b>Demonstrating Personal Qualities:</b> Developing self-awareness. Managing yourself. Continuing personal development. Acting with integrity.</p>	
<b>Values</b>	<p><b>Optimistic</b> - we welcome challenges with confidence</p> <p><b>Inclusive</b> - we involve, consult and work together</p> <p><b>Dedicated</b> - we work to achieve outcomes for individuals</p> <p><b>Enabling</b> - we support people to achieve their ambitions</p> <p><b>Responsive</b> - we encourage a high performing, well-motivated, adaptable workforce</p> <p><b>Realistic</b> - we are open and truthful</p>	
<b>Other Requirements</b>	<p>A full valid driving license 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>	

## Shortlisting (\*) and interview assessment (+) criteria

<b>Essential:</b>	<b>Desirable:</b>
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 (+)	