

Job title

Admiral Nurse

Location: Admiral Nurse Offices in Newcastle and North Tyneside
Accountable to: Head of Admiral Nursing
Reporting to: Lead Admiral Nurse

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 across either Newcastle or 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.

Main Duties & Responsibilities

Summary of Responsibilities

1. 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.
2. To offer expertise and guidance to professional colleagues, the general public and others in supporting family and relationship-centered approaches and best practice in dementia care.
3. To assist with the development, evaluation, and audit of this specialist area of practice and of the Admiral Nursing service.
4. To provide up-to-date clinical advice, support, liaison, and in negotiated circumstances education and training to colleagues/agencies.
5. To use the Admiral Nurse competency framework to support the development of their own Admiral Nursing practice.
6. To participate in and make effective use of Dementia UK Clinical Supervision and Practice Development.
7. To provide regular clinical supervision to others such as Dementia Service staff, volunteers, and students

Clinical

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.
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.
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, and distressed behaviour.

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 family carers
5. 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.
6. To liaise with GPs, case managers, primary health care practitioners, statutory and voluntary agencies regarding the best possible care for the families affected by dementia.
7. To promote the health and wellbeing of families affected by dementia in line with health and social care policy, guidelines, and legislation.
8. To act as advocate for family carers (with permission) to facilitate customer access to services and influence care provision
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.
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 Age UK Newcastle & North Tyneside policies.
11. To recognise the limits of own competency and professional boundaries and to make appropriate and timely referral in respect of clients' needs
12. To facilitate and participate in case conference meetings, network meetings and similar, giving feedback and liaising with all concerned.
13. 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.
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.
15. To facilitate consultation with carers about care and service delivery; to evaluate and provide feedback.
16. 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 Newcastle & North Tyneside /EveryDay staff regarding casework. To deputise in the absence of the Lead Admiral Nurse as requested.
17. To participate in the Dementia Service duty system rota undertaking triage of new referrals to the service.

Professional

1. To deliver nursing practice in accordance with the agreed policies and procedures of Age UK Newcastle & North Tyneside, Dementia UK, and other relevant nursing policies. 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.
2. To attend and actively participate in monthly practice development including clinical supervision; recommended training/education, including the Admiral Nurse Competency module and the Admiral Nurse Forum, supported by Dementia UK.
3. To maintain professional registration in line with NMC guidance including re-validation and use of the electronic portfolio, as provided by Dementia UK.

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4. To participate in practice-based evaluation, audit, and research and to disseminate findings.
 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.
 6. To work positively with colleagues and other agencies to maintain clinically effective relationships.
 7. To participate in local clinical supervision / mentoring
 8. To work with Age UK Newcastle & North Tyneside to manage demands placed on the service.

Education

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. Also participating and facilitating dementia/delirium training and supervision for Age UK Newcastle & North Tyneside /EveryDay as agreed.
2. To integrate into practice current knowledge of dementia and caring, informed by research and other forms of evidence.
3. To act as a clinical role model to others and take an active role in student nurse placements, including mentoring as appropriate.
4. To develop own competence to practice through use of the Admiral Nurse Competency Framework, e-portfolio development, Personal Development Planning and continuing professional development
5. To comply with Age UK Newcastle & North Tyneside's arrangements for continuing professional development, including being aware of their own development needs and how they can be met.
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.
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.

General

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 within EveryDay
2. To promote equality of access and opportunity in all aspects of the work.
3. To undertake appropriate risk and other assessments in a timely manner in accordance with Age UK Newcastle & North Tyneside's policy.
4. 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.
5. 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.
6. To comply with Age UK Newcastle & 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.

7. To respect the confidentiality and privacy of clients (families affected by dementia) and staff at all times.
8. To maintain a constant awareness of health, welfare and safety issues affecting colleagues, customers, visitors, and themselves, reporting any accidents or faults in line with Age UK Newcastle & North Tyneside policies.
9. 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
10. To participate in personal training, development, appraisal, and attend all relevant training courses as required.
11. To promote the organisation's services, values and aims at every opportunity
12. To work in line with Age UK Newcastle & 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.
13. 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.

Requirements

Essential:

1. Registered Nurse (RMN/RGN/RNLD)
2. Post-registration clinical experience of working with people with dementia /older adults with mental health needs
3. Experience of working with family carers/ supporters of people with dementia in different settings
4. Experience of working with groups and individuals in a variety of roles and settings
5. Experience of working as an autonomous practitioner
6. Knowledge about dementia and how this affects individual's day-to-day life, relationships, family, and support networks
7. Ability to build constructive relationships with warmth and empathy
8. Ability to treat customers with respect and dignity, adopting a culturally sensitive approach which considers the needs of the whole person
9. Advanced assessment skills
10. Creativity and openness in own practice
11. Positive mental attitude and a willingness to discuss and negotiate issues and ideas
12. Counselling skills
13. Knowledge and experience of delivering a wide range of therapeutic interventions in dementia care
14. Knowledge of carer's needs and carer's experience
15. Understanding of the process of promoting best practice and contributing to multi-disciplinary teamwork
16. Ability to evaluate clinical practice
17. Understanding of ethical and legal issues relating to dementia care
18. IT literacy and Facilitation skills
19. Knowledge of relevant national policy and practice initiatives
20. Presentation and teaching skills

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21. Proven ability to learn through practice
 22. Evidence of recent continuing practice development
 23. Knowledge of research methods and methodologies
 24. Understanding of competency frameworks and systematic practice development within healthcare cultures

Desirable:

1. Post registration qualification/ training in dementia and/or care of older people with mental health needs
2. Additional nursing qualification
3. Relevant teaching and/or Mentoring qualification
4. Degree/master's level qualification in Dementia / Older Persons Mental Health
5. Qualification in group / individual counselling skills
6. Experience of working with service users to develop practice
7. Experience of professional supervision of staff
8. Experience of casework coordination
9. Good presentation skills
10. Experience of service evaluation or audit

Benefits

1. Competitive salary
2. Paid Mileage
3. Blue Light Card Discounts
4. 26 Days holidays
5. Generous Pension Scheme
6. Wellbeing Day
7. Staff Referral Scheme
8. Annual Thank You Events
9. Opportunities to take on enhanced responsibilities through key role such as Mental Health First Aider etc.

I have read, understand, and agreed to work in accordance with the Job Profile as outlined:

Signed:

Date:

Name:

Got a question about your application?

Call our HR Team on **0191 287 7011** or email
HRTeam@ageuknorthtyneside.org.uk

Values



Caring



Empowering



Inclusive



Bold



Diligent



Proactive



Respectful

Competencies

- Openness to Change
- Team Working
- Problem Solving
- Communications skills
- Drive for Achievement
- Organisational Awareness
- Personal responsibility
- Planning & Organisation
- Customer Focus



Behaviours

- We will treat the people we come into contact with during the course of our work fairly and with respect.
- We will listen to people, be honest and open in our dealings within the organisation and with all stakeholders.
- We will lead by example.
- We will set and communicate a clear direction and empower others to take responsibility.
- We will be personally committed to continuous improvement in all we do.
- We will work together across the organisation to meet common objectives and achieve better results.
- We will place the organisation objectives before personal work objectives.
- We will tackle unsatisfactory or unacceptable behaviour and performance