**Job Description:**

Admiral Nurse Band 7 – Community

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| **Grade:** | Band 7 (NHS Agenda for change pay scale) |
| **Clinically accountable to:** | WEB Community Nurse Team Manager |
| **Responsible to:** | As above |
| **Location:** | Exmouth Community |
| **Hours:** | 1.4 WTE, hours to be negotiated within working week Monday to Friday |
| **Key Relationships** | * Directorate/Service Managers
* Clinical staff
* Families/carers of person with dementia
* Social care
* Primary care
* Dementia UK
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**Summary of Responsibilities:**

The Admiral Nurse will lead, deliver and coordinate relationship-centred dementia care within operational areas of Royal Devon University Healthcare NHS Foundation Trust, in order to improve the experience of carers/families affected by dementia[[1]](#footnote-2) with complex needs.

In line with the Admiral Nurse Competency framework at an enhanced specialist level, the post holder will provide:

* Specialist bio-psychosocial assessment and support for people with dementia and families with complex needs
* Facilitation of education and training for staff in the delivery of evidence-based dementia care
* Clinical leadership with policy development and quality improvements in relation to dementia care
* Consultancy to other health and social care professionals regarding dementia
* Leadership and management of role within Royal Devon University Healthcare NHS Foundation Trust

**Main Duties & Responsibilities:**

**Clinical**

* Provide clinical leadership on the care of people with dementia and their carers/families with complex care needs from peri diagnosis to post bereavement support
* Provide specialist nursing assessment, using the Admiral Nurse Assessment Framework for carers/families affected by dementia
* Provide a range of bio-psychosocial interventions to promote health and wellbeing for people with dementia and their carers/families
* Work collaboratively with other professionals to improve the identification and management of co morbidities and frailty for people with dementia and their carers/families
* Develop and support care plans for people with dementia and families including positive risk management
* Support people with dementia, carers/families and staff to understand and respond to changes in behaviour and relationships as a result of dementia
* Provide care coordination for a clinical caseload of families with complex needs as identified within triage assessment in clinics or via home visit if required
* Ensure the safeguarding of vulnerable adults and that all legal requirements relating to Mental Capacity Act 2005, Mental Health Act 1983 (amended 2007), and Deprivation of Liberty Safeguards (2009)[[2]](#footnote-3) 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 and lead on case conferences, continuing health care processes and best interest meetings where required
* Work collaboratively with health, social and voluntary sector services to achieve coordinated and integrated care
* Work in partnership with colleagues to promote the use of advance care planning for people with dementia and to support and inform families, around advance care planning, best interest decisions and end of life care
* Manage and advise 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 Royal Devon University Healthcare NHS Foundation Trust policies
* Recognise the limits of own competency and professional boundaries and make appropriate and timely referrals to other services where required

**Education and Leadership**

* Facilitate and support the development and delivery of innovative dementia training and education to staff, to improve competence and confidence, in line with best practice and guidance
* Participate in and/or lead formal training events promoting best practice in dementia care and disseminating Admiral Nursing work
* Provide professional and clinical leadership and mentorship, acting as a clinical role model on the delivery of evidence-based practice in dementia care within Royal Devon University Healthcare NHS Foundation Trust
* Advise and support on the development and delivery of work streams as part of Royal Devon University Healthcare NHS Foundation Trust’s, dementia strategy, where appropriate
* 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 delivery of local policy, procedures and protocol for Royal Devon University Healthcare NHS Foundation Trust to improve identification, assessment, ongoing support for people with dementia and their family carers

**Evaluation and Audit**

* Support the audit and evaluation of quality improvements and initiatives aimed at improving the delivery of dementia care within Royal Devon University Healthcare NHS Foundation Trust, where appropriate to role
* Collect and review quantitative and qualitative data, as agreed, to evaluate and audit the Admiral Nurse Service and make necessary improvements

* Undertake analysis and evaluation and make any recommendations to the Royal Devon University Healthcare NHS Foundation Trust Dementia Strategy Group or similar
* Ensure service information and data recorded is relevant, accurate, complete and captured in a contemporaneous manner
* Support evaluation of workforce development in dementia to improve staff knowledge and skills across the host organisation

**Professional**

* Ensure all nursing practice is carried out in accordance with the agreed policies and procedures of Royal Devon University Healthcare NHS Foundation Trust and the NMC Code
* Attend and actively participate in practice development, clinical supervision, and continuing professional development supported by Dementia UK and underpinned by the Admiral Nurse Competency framework
* Develop own competence through use of the Admiral Nurse Competency Framework and portfolio development using resources provided by Dementia UK
* To maintain professional registration in line with NMC guidance, including re-validation
* Contribute to and lead the development of policies, procedures and protocols relevant to dementia and Admiral Nursing within Royal Devon University Healthcare NHS Foundation Trust, including the Standard Operational Policy
* Ensure compliance with Royal Devon University Healthcare NHS Foundation Trust clinical governance requirements
* Participate in clinical supervision/mentoring within Royal Devon University Healthcare NHS Foundation Trust where appropriate
* Maintain up-to-date knowledge of evidence-based recommendations on supporting people with dementia and their carers/families
* Maintain positive working relationships with Dementia UK

**Managerial**

* Ensure the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with Royal Devon University Healthcare NHS Foundation Trust policy
* Participate in recruitment of other healthcare professionals where appropriate
* Lead on Admiral Nurse steering groups with Dementia UK and Royal Devon University Healthcare NHS Foundation Trust

**Please note that this job description serves to provide an illustrative example of the duties and responsibilities the post holder will undertake during the course of their normal duties. It is not therefore an exhaustive list and the post holder may be**

**required to undertake other responsibilities and duties that correspond with the band.**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

**Person specification: Admiral Nurse Band 7 - Community**

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|  | **Essential** | **Desirable** |
| **Qualifications and Continued Professional Development** | Registered Nurse (RN/RNMH/RNLD) Post graduate qualification in relevant fieldEvidence of continued professional development/training in relevant areas, including dementia and leadershipCommitment to continued professional and practice development through Dementia UK’s Admiral Nurse AcademyCompletion of Dementia UK’s Pre-Admiral Nurse e-learning course prior to starting in post  | Postgraduate qualification in dementia/leadership |
| **Experience**  | Significant post registration clinical experience of supporting people with dementia and their carers/familiesExperience of:* completing holistic nursing assessments
* providing bio-psychosocial interventions
* facilitating and delivering training/ development of staff
* working as an autonomous practitioner
* managing care transitions
* professional supervision of staff, including staff development, critical companionship, and role modelling
* audit/evaluation of clinical practice
* collaborative/multi-agency working
 | Experience in service specific setting Experience of leading/managing a serviceExperience of supporting practice development/ quality improvement and service evaluation |
| **Skills and Knowledge** | Ability to demonstrate the 6 Admiral Nurse competencies:* person-centred care
* therapeutic skills
* triadic relationship centred working
* sharing knowledge
* delivering best practice
* critical reflective practice

Skills to enable clinical leadership, including:* strong communication skills
* good facilitation/presentation skills
* ability to influence change
* ability to act as a decision maker and advocate
* expert clinical practice
* the ability to use appropriate information technology, including MS office software to enable efficient service delivery

Knowledge to enable clinical leadership, including an understanding of:* relevant policies/national strategy in relation to dementia care
* Admiral Nursing and its application
* evidence based practice in dementia care and practical application within the relevant setting
 | Understanding of local/national skills and competency frameworks |
| **Values and Attributes** | Ability to build constructive relationships with warmth and empathyAbility to treat families affected by dementia with respect and dignityWorking together for people with dementia/ carers Demonstrates compassion and a caring natureDemonstrates a commitment to quality of careDemonstrates integrity and respect |  |
| **Other requirements** | To support/work collaboratively with HOSMS Admiral Nurses and Dementia Service Team across the PCN where required |  |

1. Dementia UK defines this as the person living with dementia and others who may be carers or family members. Admiral Nurses work together with families to provide support, expert guidance & practical solutions. [↑](#footnote-ref-2)
2. Soon to be replaced by Liberty Protection Safeguards in 2022 [↑](#footnote-ref-3)