**Job Description**

Admiral Nurse Band 7 - Acute

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| **Grade:** | Band 7 (NHS Agenda for change pay scale) |
| **Clinically accountable to:** | Health Care for Older people Clinical Matron |
| **Responsible to:** | Health Care for Older people Clinical Matron |
| **Location:** | Trustwide |
| **Hours:** | 37.5 per week |
| **Key Relationships** | * Directorate/Service Managers * Matrons * Clinical staff * Families/carers affected by dementia1 * Social care * Primary care * Dementia UK |

**Summary of Responsibilities:**

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

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
* Consultancy to other health and social care professionals regarding dementia

**Main Duties and Responsibilities:**

**Clinical**

* Provide clinical leadership on evidence-based approaches to care, which meet the needs of people with dementia, carers/families and staff
* Lead 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 during hospital admission
* 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 including positive risk management (e.g. falls, delirium, depression, incontinence)
* Support people with dementia, carers/families and staff to understand and respond to changes in behaviour and relationships as a result of dementia
* 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 and best interest meetings where required
* Work collaboratively with health, social and voluntary sector services to achieve coordinated care
* Work in partnership with colleagues to provide support and information to families, particularly around advance care planning, best interest decisions and end of life care
* Manage care transitions and support effective discharge for people with dementia and their carers/families in order to reduce frequency of admissions and length of stay
* 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 within the Trust at all levels, 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 the Trust’s Dementia Strategy
* 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
* Lead on the delivery of policy and procedures for Royal Devon University Healthcare NHS Foundation Trust to improve identification, assessment, ongoing support and effective discharge 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 the 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 information and data recorded is relevant, accurate, complete and captured in a contemporaneous manner

**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, including the Admiral Nurse Competency module and the Admiral Nurse Forum, as supported by Dementia UK
* Develop own competence through use of the Admiral Nurse Competency Framework and portfolio development using resources provided by Dementia UK
* Maintain professional registration in line with NMC guidance, including re-validation
* Contribute to and lead on 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 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
* Lead, manage and develop the Admiral Nurse service, continuously seeking improvement opportunities in collaboration with the Admiral Nurse Steering Group

**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.**

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

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|  | **Essential** | **Desirable** |
| **Qualifications and Continued Professional Development** | Registered Nurse (RN/RNMH/RNLD)  Post graduate qualification in relevant field  Evidence of continued professional development/training in relevant areas, including dementia and leadership  Commitment to continued professional and practice development through Dementia UK’s Admiral Nurse Academy  Completion 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/families  Experience 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 service  Experience 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 empathy    Ability to treat families affected by dementia with respect and dignity    Working together for people with dementia/ carers    Demonstrates compassion and a caring nature    Demonstrates a commitment to quality of care    Demonstrates integrity and respect |  |

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)