SINGLE CORPORATE SERVICES

JOB DESCRIPTION

Job title:	Admiral Nurse – Dementia Nurse Specialist	***To be completed by HR - Job Reference Number:***
Reporting to:	Consultant Admiral Nurse	
Accountable to:	Consultant Admiral Nurse	
Pay Band:	Band 7 (NHS Agenda for change pay scale)	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job summary and key responsibilities

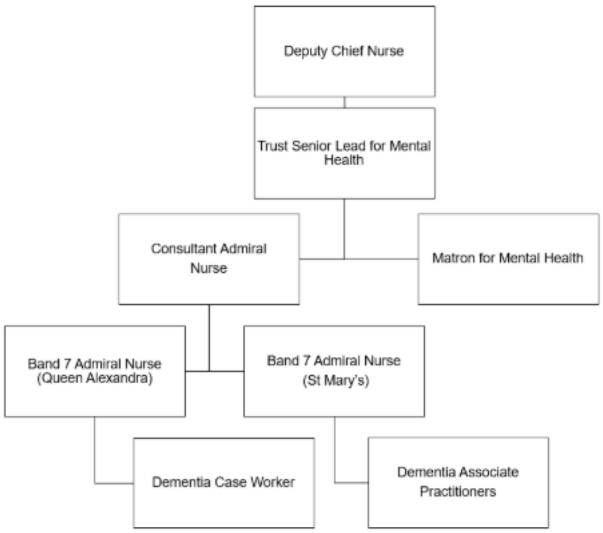
The Admiral Nurse will lead, deliver and coordinate relationship-centred dementia care in order to improve the experience of people with dementia and their families[1] with complex needs, during the acute stay and transitions of care within operational areas of Portsmouth Hospitals University NHS Trust.

In line with the Admiral Nurse Practice Standards Framework, 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
- Contribute to policy development and quality improvement initiatives with regard to dementia care.
- Consultancy to other health and social care professionals regarding dementia
- The post holder will assist with the operational delivery of the Trust Dementia Strategy with support from the Consultant Admiral Nurse.

[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.

Organisational Chart



Specific Core Functions

Main Duties and Responsibilities: (Under the supervision of the Consultant Admiral Nurse)

Clinical

- To act as a clinical role model to others by working collaboratively with the ward teams in promoting best practice of evidence-based standards in dementia care.
- Deliver 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
- Identify and respond to frailty in people with dementia, working with frailty teams to support early assessment, reduce associated risks and ensure safe, person-centred care
- Work collaboratively with other professionals to support 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 that care is delivered in accordance with NICE standards and other relevant local and national standards such as those recommended in National Service Frameworks for Older People and Mental Health, in addition to all relevant Trust policies.

- 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] are considered and adhered to in relation to patient care

- Promote the health, safety and well-being of staff, patients and their carers at all times.

- Act as an advocate to promote the individual rights, interests, needs and choices for people with a dementia and their carers at multi – disciplinary case conferences as required.

- Participate in 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 Portsmouth Hospitals University NHS Trust relevant policies

- Recognise the limits of own competency and professional boundaries and make appropriate and timely referrals to other services where required

- Demonstrate in practice high level communication skills when providing or receiving complex or highly complex sensitive information

Communication, Working Relationships and Managerial

- Take responsibility for the line management, development and operational workings of the Dementia Case Worker or Dementia Associate Practitioners in accordance with and adhering to Trust policies.

[2]Soon to be replaced by Liberty Protection Safeguards

- Ensure the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with Trust policy.

- Manage staff sickness and absence according to the policies set out locally

- Participate in recruitment of other healthcare professionals where appropriate

- Contribute to Admiral Nurse steering group with Dementia UK, Portsmouth Hospitals NHS Trust and Isle of Wight NHS Trust.

Patient Client Care / Professional

- Ensure all nursing practice is carried out in accordance with the agreed policies and procedures of Portsmouth Hospital University NHS 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 Practice Standards Framework

- Develop own competence through use of the Admiral Nurse Practice Standards Framework and portfolio development using resources provided by Dementia UK

- Maintain professional registration in line with NMC guidance, including re-validation

- Contribute to the development of policies, procedures and protocols relevant to dementia and Admiral Nursing within Portsmouth Hospital University NHS Trust

- Assist to formulate, comply and promote Trust clinical governance requirements, policies and guidelines e.g. Health and Safety, Clinical Risk and Infection Control.

- 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

Education and Leadership

- Facilitate and support the delivery of innovative dementia training and education to staff within the Trust to improve staff competence and confidence, in line with best practice and guidance

- Support the development and delivery of formal training events promoting best practice in dementia care and disseminating Admiral Nursing work

- Undertake ongoing leadership and management development by partaking in the Trust facilitated opportunities and events within this field.

- Provide mentorship, offer clinical expertise and act a role model on the delivery of evidence-based practice in dementia care within Portsmouth Hospitals University NHS Trust

- Support the Dementia Champions and Volunteers across the hospital by sharing information on Trust initiatives to support people with dementia and their carers / families.

- Support the development and delivery of work streams as part of the Trust's Dementia Strategy

- Work proactively with key local and national stakeholders to support integrated care pathways and holistic models of care, through dissemination of specialist skills and knowledge

- Support on the delivery of policy and procedures for Portsmouth Hospitals University NHS Trust to improve identification, assessment, ongoing support and effective discharge for people with dementia and their family carers

- Provide shadowing opportunities for Health Care Support Workers undertaking their Care Certificate.

- Advise and support on the development and delivery of work streams as part of the Trust's Dementia Strategy.

- Have in depth and recent knowledge of the Mental Health Act, Deprivation of Liberty and Mental Capacity Act with legal implications, in the treatment of patients with a dementia who may or may not lack capacity.

- Work jointly with the Dementia Team to ensure that all clinical staff possess the right skills and knowledge to offer an enhanced service to patients with a dementia.

Research and development

- Support the audit and evaluation of quality improvements and initiatives aimed at improving the delivery of dementia care within Portsmouth Hospitals University NHS Trust, where appropriate to the role

- Collect quantitative and qualitative data to support the evaluation and audit of the Admiral Nurse Service

- Ensure information and data recorded is relevant, accurate, complete and captured in a contemporaneous manner

Person Specification

Criteria	Essential	Desirable	***How criteria will be assessed***

Qualifications			
Registered Nurse (RN/RNMH/RNLD)	X		A/I
Postgraduate qualification in relevant field, or evidence of specialist training/education within the field of dementia equivalent to this level	X	X	A/I A/I
Further specialist training/education within the field of dementia equivalent to a Masters levels	X X		A/I I
Evidence of continued professional development/training in relevant areas, including dementia and leadership			
Commitment to continued professional and practice development			
Experience			
Significant post registration clinical experience of supporting people with dementia and their carers/families	X X		A/I A/I
Experience of: • completing holistic nursing assessments • providing bio-psychosocial interventions • working as an autonomous practitioner • professional supervision and development/mentoring of staff • audit/evaluation of clinical practice • collaborative/multi-agency working	X	X X X X X	A/I I A/I I I A/I

Experience in service specific setting Experience of facilitating and delivering training/ development of staff Experience of leading/managing a service Experience of supporting practice development/ quality improvement Experience of service monitoring, reporting and evaluation Experience of professional supervision of staff			
Skills and Knowledge			
Ability to demonstrate: • 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 • ability to build constructive relationships with key stakeholders and associated agencies • good facilitation/presentation skills to a wide range of audiences • good organisational skills • expert clinical practice • ability to act as a decision maker and advocate	X X X		A/I I I

• ability to use appropriate information technology, including MS office software to enable efficient service delivery and improvements to delivery of care • ability to act as an effective role model • ability to utilise research to evaluate and enhance practice Knowledge to enable clinical leadership, including an understanding of: • Admiral Nursing and its application • relevant policies/national strategy in relation to dementia care e.g. MCA/DoLS/ACP/NICE guideline/Care Act • local/national skills and competency frameworks • evidence based practice in dementia care and practical application within the relevant setting • audit/evaluating clinical practice • practice development/quality improvement and service evaluation Understanding of how frailty affects people with dementia and awareness of approaches used to identify and support frailty in acute care	X		I

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment continuously on most days.

Compliance statement to expected organisational standards:

To comply with all Trust Policies and Procedure, regarding:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
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- Always Comply with key clinical care policies and protocols for prevention and control of infection; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard regarding effective and efficient use of resources, maintaining quality and contributing to improvements.

- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adult's policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.