

## JOB DESCRIPTION

| Job Details             |  |
|-------------------------|--|
| <b>Job Title:</b>       | Admiral Nurse  |
| <b>Band:</b>            | Band 6   |
| <b>Department:</b>      | Admiral Nursing Service                              |
| <b>Directorate:</b>     | Care Services Directorate                            |
| <b>Reporting to:</b>    | Band 7 Admiral Nurse                                 |
| <b>Responsible for:</b> | -  |
| <b>Location</b>         | Winsley (and across Dorothy House Hospice geography) |

### Job Summary / Main Purpose:

The Admiral Nurse will support, deliver and coordinate relationship-centred dementia care within Dorothy House Hospice Care in order to improve the quality and experience of palliative and end of life care for families affected by dementia.\*

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

- Specialist bio-psychosocial assessment and evidence based palliative and end of life care for people with dementia and their families
- Facilitation of education and training for staff in the delivery of evidence-based dementia care
- Support with quality improvements in relation to palliative and end of life dementia care
- Consultancy to other health and social care professionals regarding palliative and end of life dementia care

*\*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.*

## **Principal Duties and Responsibilities**

### **Clinical**

- Deliver evidence-based approaches to care, which meet the needs of people with dementia, carers/families and staff in people's own homes, hospice, acute and care home settings
- Advise on the care of people with dementia and their carers/families with complex care needs from peri diagnosis to post bereavement support
- Manage, and advise on, 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
- Provide specialist nursing assessment for carers/families of people with dementia during palliative or end stages of life care
- Provide a range of bio-psychosocial interventions to promote health and wellbeing for people with dementia with palliative and end of life care needs and their carers/families
- Improve identification and management of co morbidities and frailty for people with dementia with palliative and end of life care needs and their carers/families
- Support people with dementia, carers/families and staff to prepare them for end of life issues and needs, impending loss and grief
- 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)<sup>1</sup> 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, best interests, and decision-making around advanced care planning at palliative and end of life care stages of dementia
- Participate in case conferences and best interest meetings where required
- Work collaboratively with health, social and voluntary sector services to achieve coordinated care
- Ensure that care is delivered in accordance with relevant local and national guidelines and all relevant Dorothy House Hospice Care policies
- Recognise the limits of own competency and professional boundaries and make appropriate and timely referrals to other services where required

### **Education and Support**

- Facilitate and support the development and delivery of dementia training and education to internal and external health and social care colleagues, to improve competence and confidence, in line with best practice and guidance, focusing on palliative and end of life dementia care
  - In collaboration with health and social care colleagues, identify learning and training needs of staff and use this to inform education and supporting best practice opportunities
  - Participate in the development of research and promotion opportunities, including abstracts and posters, in order to showcase the Admiral Nursing role in publications and at conferences and other events
  - Provide mentorship, offer clinical expertise and act a role model on the delivery of evidence-based practice in palliative and end of life dementia within Dorothy House Hospice Care
  - Support the development and delivery of work streams as part of Integrated Care Board Dementia Strategies
-

- 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
- Support delivery of policy and projects for Dorothy House Hospice Care to improve the quality and experience of palliative and end of life care for families affected by dementia

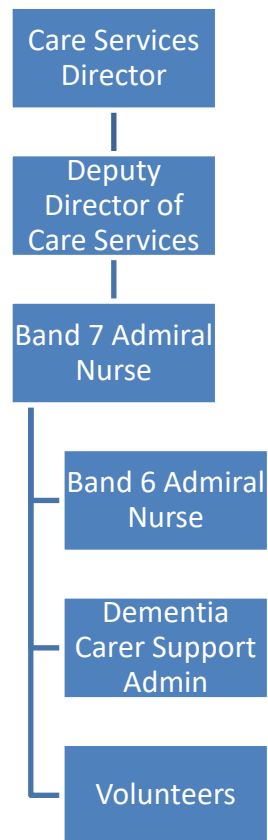
#### **Evaluation and Audit**

- Support the audit of initiatives aimed at improving the delivery of palliative and end of life dementia care within Dorothy House Hospice Care, where appropriate to role
- Collect quantitative and qualitative data to support the evaluation and audit of the Admiral Nurse Service, and support with the presentation of this
- 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 Dorothy House Hospice Care 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
- Maintain professional registration in line with NMC guidance, including re-validation
- Ensure compliance with DHHC clinical governance requirements
- Maintain up-to-date knowledge of evidence-based palliative and end of life care recommendations on supporting people with dementia at the end of their lives and their carers/families
- Maintain positive working relationships with Dementia UK and DHHC Admiral Nurse Steering Group

## Structure Chart



## Contacts

- Directorate/Service Managers
- Admiral Nurse Clinical Lead
- Clinical and organisational staff
- Families/carers affected by dementia<sup>1</sup>
- Social care
- Primary care
- Care Homes
- Hospitals
- Voluntary Sector
- Dementia UK
- Admiral Nurse Steering Group

### **Special Note**

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

### **No Smoking Policy**

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

### **Confidentiality**

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

### **Safeguarding**

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

### **Health and Safety at Work Act**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

### **Dementia UK and Dorothy House Values Commitment**

The post holder must demonstrate the values and behaviours of both Dorothy House Hospice Care and Dementia UK. This includes the ability to build warm, empathetic relationships; treat families affected by dementia with dignity and respect; work collaboratively with carers and professionals; and show compassion, integrity, and a commitment to high-quality care at all times.

## Person Specification –

To support your application for this post we strongly recommend that you complete the Dementia UK Pre Admiral Nurse elearning module, accessible via: [www.dementiauk.org/careers](http://www.dementiauk.org/careers)

| Criteria  | Essential | Desirable |
|---|-----------|-----------|
| Registered Nurse (Adult / RMN / RNLD) with current NMC registration   | X         |           |
| Post-registration clinical experience supporting people with dementia and their carers/families   | X         |           |
| Evidence of continued professional development (CPD) relevant to dementia or palliative care  | X         |           |
| Experience working as an autonomous practitioner with the ability to act as a decision maker  | X         |           |
| Ability to deliver holistic, person-centred assessments and interventions   | X         |           |
| Strong communication and interpersonal skills, including the ability to advocate effectively  | X         |           |
| Can demonstrate experience managing an independent caseload   | X         |           |
| Ability to use clinical systems and Microsoft Office applications effectively   | X         |           |
| Experience providing palliative and end of life care  |           | X         |
| Experience of delivering / facilitating education or training to others   |           | X         |
| Postgraduate qualification in dementia care or related field  |           | X         |
| Level 7 qualification in Patient Assessment and Clinical Reasoning + Independent Prescribing qualification (or willingness to work towards) |           | X         |
| An understanding of audit, evaluation or quality improvement processes  |           | X         |