Job Description

Job Details:	
Job Title:	Admiral Nurse and Frailty Lead
Grade:	Band 7
Department:	Admiral Nursing Service
Directorate:	Care Services
Reporting to:	Matron for Community Services
Responsible for:	Band 6 Admiral Nurse Dementia Care Support Volunteers

Role Purpose

The Admiral Nurse will lead, deliver and coordinate relationship-centred dementia and frailty care within Dorothy House Hospice, ensuring that partners in care are considering the palliative and end of life care needs for families affected by dementia and frailty, in a timely way, through advance care planning and improving the overall quality and experience of palliative and end of life care for families affected by dementia and frailty*

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

- Specialist biopsychosocial assessment and evidence based palliative and end of life care for people living with dementia
- Facilitation of education and training for staff in the delivery of evidence-based dementia end of life care and frailty
- Clinical leadership with policy development and quality improvements in relation to end of life dementia care and frailty
- Consultancy to other health and social care professionals regarding palliative and end of life dementia care and frailty
- Evaluation of current practice to inform the development of the hospice's frailty and dementia offer.

**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

- Provide clinical leadership on evidence-based approaches to palliative and end of life care, for people with dementia and families with complex needs including frailty
- Advise on the care of people with dementia including those with frailty in the context of palliative and end of life care needs

- Provide specialist nursing assessment, using the OACC suite; IPOS-DEM, Karnofsky and Stage of Illness, 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 who have palliative and end of life care needs
- Work collaboratively with other professionals to improve the identification and management of co morbidities and frailty for people with dementia 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) 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 advance 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's 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 and frailty training and education to Dorothy House Hospice staff, to improve competence and confidence, in line with best practice and guidance, focusing on palliative and end of life dementia care.
- Support training around earlier discussions that ensure people affected by dementia and frailty have the opportunity for advanced care planning discussions.
- Participate in and/or lead formal training events promoting best practice in end-of-life dementia and frailty, 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 palliative and end of life dementia and frailty care within Dorothy House Hospice.
- Advise and support on the development and delivery of relevant work streams as part of Dorothy House Hospice's 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 Dorothy House Hospice to improve the quality and experience of palliative and end of life care for families affected by dementia.

Evaluation and Audit

- Support the audit and evaluation of quality improvements and initiatives aimed at improving the delivery of palliative and end of life dementia and frailty care within Dorothy House Hospice, 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 Dorothy House Hospice Dementia Steering Group, BSW Dementia and EoL group, Frailty Big Room or similar.
- Ensure information and data recorded is relevant, accurate, complete and captured in a contemporaneous manner.

Professional

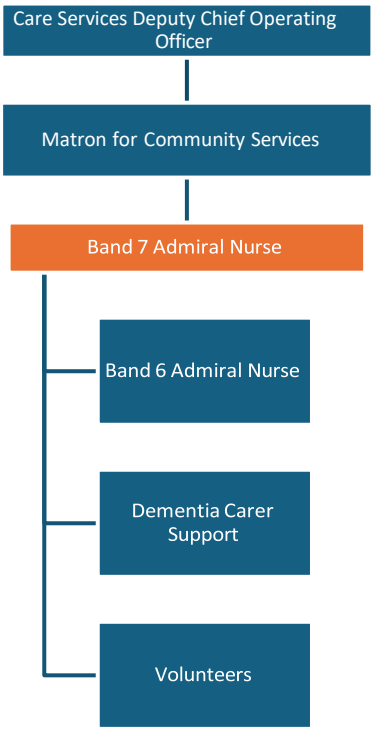
- Ensure all dementia and frailty nursing practice is carried out in accordance with the agreed policies and procedures of Dorothy House Hospice and the NMC Code.
- Actively participate in practice development, clinical supervision, and continuing professional development, including the Admiral Nurse Forum, as supported by Dementia UK.
- Develop own competence through use of the Admiral Nurse Practice Standards Framework and Blackboard 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 Dorothy House Hospice, including the Standard Operational Policy.
- Ensure compliance with Dorothy House Hospice's clinical governance requirements.
- Participate in clinical supervision/mentoring within Dorothy House Hospice where appropriate
- 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.

Managerial

- Ensure the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with Dorothy House Hospice policy.
- Participate in recruitment of other healthcare professionals where appropriate.
- Lead on Admiral Nurse steering groups with Dementia UK and Dorothy House Hospice.

- Lead, manage and develop the Admiral Nurse service, continuously seeking improvement opportunities in collaboration with the Admiral Nurse Steering Group.
- Participate and support in Frailty Working Groups across the geography of DH and relevant partners

Structure Chart



Contacts

- Directorate/Service Managers
- Admiral Nurse
- Clinical and organisational staff
- Families/carers affected by dementia
- 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.

Leadership Commitment

As a People Manager at Dorothy House, you play a vital role in shaping our culture, supporting our teams, and delivering our purpose "**to empower, collaborate and deliver so that no one faces death alone**".
As part of our Manager Role Profile, this role is identified as a "**Service Leader**". This means that you will commit to:

Lead Me Well:

- Help your teams focus on what matters most.
- Tackle poor behaviour or contribution early - with clarity and respect.
- Support your managers to grow as confident people leaders.

Support My Development and Wellbeing:

- Make development a core part of the job - not an add-on.
- Offer growth opportunities (e.g. projects, mentoring).
- Act when seeing pressures or when morale is off.

Listen to Me and Keep Me Informed:

- Communicate clearly, early and often.
- Create space for questions and challenge.
- Escalate feedback where needed and follow up.

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.

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.

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.

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

Criteria	Essential	Desirable
Registered Nurse (Adult, Mental Health or Learning Disability) with current NMC registration.	X	
Significant post-registration experience supporting people with dementia and their families, including those with complex needs, frailty, palliative care needs or multiple long-term conditions.	X	
Demonstrable experience leading complex assessments, care planning and decision-making.	X	
Experience leading service improvement, quality improvement, practice development or change initiatives that have improved patient, family or organisational outcomes.	X	
Experience providing clinical leadership, specialist advice and professional support to colleagues, multidisciplinary teams or partner organisations.	X	

Experience developing and delivering education, coaching or training.	X	
Demonstrates partnership working skills, with the ability to influence, build relationships and work collaboratively across organisational and professional boundaries.	X	
Evidence of continued professional development and a commitment to maintaining specialist knowledge in dementia, frailty, palliative care or advanced practice.	X	
Experience contributing to audit, evaluation, research, quality improvement or service redesign projects.	X	
Full UK Driving License with access to a vehicle*	X	
Postgraduate qualification in dementia care, frailty, palliative care, advanced clinical practice or a related field.		X
Experience leading or managing staff, students, volunteers or clinical placements.		X
Experience representing services at system, regional or strategic partnership groups.		X
Independent Prescriber qualification, or willingness to work towards advanced clinical practice development.		X

*Due to the community-based nature of the role, the post holder will be required to travel to patients and work outside of public transport hours / routes.