

Job Description

JOB TITLE:	Admiral Nurse
BAND:	7
BASE:	Blackpool Victoria Hospital
RESPONSIBLE TO:	Admiral Nurse Clinical Lead
DBS:	Enhanced

JOB SUMMARY:

The Admiral Nurse will lead, deliver and coordinate relationship-centred dementia care in order to improve the experience of carers/families affected by dementia¹ with complex needs, during the acute stay and transitions of care within operational areas of Blackpool Teaching NHS Foundation Trust.

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

- Specialist bio-psycho-social 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

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

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.

- 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 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 **Blackpool Teaching 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 Blackpool Teaching NHS Foundation Trust

²Soon to be replaced by Liberty Protection Safeguards in 2022

- 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 **Blackpool Teaching 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 **Blackpool Teaching 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 **Blackpool Teaching 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 **Blackpool Teaching 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 **Blackpool Teaching NHS Foundation Trust** including the Standard Operational Policy
- Ensure compliance with Trust clinical governance requirements
- Participate in clinical supervision/mentoring within **Blackpool Teaching 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 **Blackpool Teaching NHS Foundation Trust** policy
- Manage staff sickness and absence according to the policies set out locally
- Participate in recruitment of other healthcare professionals where appropriate
- Lead on Admiral Nurse steering groups with Dementia UK and **Blackpool Teaching NHS Foundation Trust**
- Lead, manage and develop the Admiral Nurse service, continuously seeking improvement opportunities in collaboration with the Admiral Nurse Steering Group

Additional information

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.

GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer are always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

2. Confidentiality

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust Disciplinary Procedure and may result in dismissal.

3. Data Protection/Freedom of Information Acts

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

4. Health and Safety

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

5. Equality & Diversity

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

6. Working Time Directive

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

7. Harassment & Bullying

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

8. External Interests

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in any doubt about a possible conflict of interest

9. Mandatory Training

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

10. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

11. Smoke-free Policy

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

12. Safeguarding

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Rigorous recruitment checks are carried out on successful applicants who may be required to undertake Enhanced Disclosure via the DBS.

Sustainability / Net Zero Carbon

Blackpool Teaching Hospitals are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy and water, minimise waste in all formats, actively promote biodiversity and use sustainable transport whenever possible.

Energy - Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.

Water - Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.

Waste - Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.

Biodiversity - Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details

Transport & Travel - Where possible lift share, cycle, walk or use public transport

Active Travel

Blackpool Teaching Hospitals encourages employees to participate in active travel methods to and from their place of work, where possible. All main Trust sites are on local bus routes, have access to good cycle storage facilities and have safe paths for walking. Please note, car parking is limited at main Trust sites and therefore other modes of transport may be a more suitable, healthy, and sustainable choice.