

## Job description for Northamptonshire Admiral Nurse

### About us – team NHFT

As a **health and wellbeing organisation** here at **team NHFT** we are dedicated to continually **innovate** and **strive to make a difference** to our community and those working for our Trust, we aim to serve the people of Northamptonshire and surrounding areas with **safe, quality care**. We deliver this from an understanding of our local healthcare needs, economy and the changing demands of our community.

**Our mission**, **making a difference for you, with you** was chosen by our staff and stakeholders. It means in everything we do and through every service we provide, we want to make a **positive difference in people's lives** – for **those we care for**, **those we work with** and **those who work with us**. **Everyone is part of our team**.

Our core strategy is to be an **employer of choice**, **a great place to work** and be known for a **diverse and inclusive culture** whose staff feel **valued**. We provide a range of NHS services including physical, mental health and specialty services provided in hospital settings and out in the community within schools, GP clinics and patients own homes.

Here at NHFT we pride ourselves on our 54321 roadmap, pictured here which encompasses our **PRIDE values**, **leadership behaviours**, **teams**, **enablers** and **our mission** all of which are driven by **our vision of 'being a leading provider of outstanding, compassionate care'**. We are extremely proud to say this has also been recognised by the Care Quality Commission (CQC) and our CQC rating of **Outstanding for team NHFT**.



## This role...

The Admiral Nurse will support, deliver and coordinate relationship-centered dementia care within Northamptonshire Healthcare NHS Foundation Trust in order to improve the experience of carers/families affected by dementia with complex needs.

In line with the Admiral Nurse Competency framework at a 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
- Support with policy development and quality improvements in relation to dementia care
- Consultancy to other health and social care professionals regarding dementia

Clinically accountable to NHFT, key relationships will include Directorate/Service Managers, the Admiral Nurse Clinical Lead, clinical staff, families/carers affected by dementia, social care, primary care and Dementia UK.

## About you

Behaviours and Values	Knowledge and Experience
<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Ability to build constructive relationships with warmth and empathy</li> <li>• Ability to treat families affected by dementia with respect and dignity</li> <li>• Working together for people with dementia/ carers</li> <li>• Demonstrates compassion and a caring nature</li> <li>• Demonstrates a commitment to quality of care</li> <li>• Demonstrates integrity and respect</li> </ul>	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Registered Nurse (RN/RNMH/RNLD)</li> <li>• Post graduate Diploma/equivalent qualification, or equivalent specialist knowledge acquired through in depth experience.</li> <li>• Evidence of continued professional development/training in dementia care</li> <li>• Commitment to continued professional and practice development through Dementia UK's Admiral Nurse Academy</li> <li>• Completion of Dementia UK's Pre Admiral Nurse e-learning course prior to starting in post</li> <li>• Post-registration clinical experience supporting people with dementia and their carers/families</li> </ul> <p>Experience of:</p> <ul style="list-style-type: none"> <li>▪ completing holistic nursing assessments both for physical and mental health and wellbeing</li> <li>▪ providing bio-psychosocial interventions</li> <li>▪ working as an autonomous practitioner</li> <li>▪ collaborative and multi-agency working</li> </ul> <ul style="list-style-type: none"> <li>• Knowledge and understanding of:             <ul style="list-style-type: none"> <li>▪ relevant policies/national strategy in relation to dementia care</li> <li>▪ Admiral Nursing and its application</li> <li>▪ dementia and it's impact of families</li> <li>▪ evidence based practice in dementia care</li> <li>▪ effective role-modelling</li> </ul> </li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Postgraduate qualification in relevant area</li> <li>• Experience in service specific setting</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of managing care transitions</li> <li>• Experience of professional supervision/ mentoring of staff</li> <li>• Experience of facilitating and delivering training</li> </ul>
Skills and Abilities	
<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• <i>Demonstrate all the 6 Admiral Nurse competencies:</i> <ul style="list-style-type: none"> <li>• <i>person-centred care</i></li> <li>• <i>therapeutic skills</i></li> <li>• <i>triadic relationship centred working</i></li> <li>• <i>sharing knowledge</i></li> <li>• <i>delivering best practice</i></li> <li>• <i>critical reflective practice</i></li> </ul> </li> <li>• <i>Skills to operate as a specialist Nurse:</i> <ul style="list-style-type: none"> <li>• <i>strong communication skills</i></li> <li>• <i>facilitation/presentation skills</i></li> <li>• <i>expert clinical practice</i></li> <li>• <i>ability to act as a decision maker and advocate</i></li> <li>• <i>ability to use appropriate information technology, including MS office software to enable efficient service delivery</i></li> </ul> </li> <li>• <i>Manage a patient caseload with need to coordinate, liaise and respond to multiple agencies to support patients and their families.</i></li> </ul> <p><i>Able to manage and respond to communication and behaviours caused by family members with sudden additional caring responsibilities that push them to their physical, emotional and financial limits and/ or following bereavement.</i></p>	<p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• <i>Understanding of audit/evaluating clinical practice</i></li> <li>• <i>Understanding of practice development/quality improvement and service evaluation</i></li> </ul>

## About the role – linking with our 4 Leadership Behaviours



### ENGAGING PEOPLE/WORKING TOGETHER

- *Work collaboratively with other professionals to improve the identification and management of co morbidities and frailty for people with dementia and their carers/families*
- *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 promote the use of advance care planning for people with dementia and to support and inform families, around advance care planning, best interest decisions and end of life care*
- *Facilitate and support the development and delivery of innovative dementia training and education to staff, to improve competence and confidence, in line with best practice and guidance*
- *Participate in and/or support formal training events promoting best practice in end of life dementia care and disseminating Admiral Nursing work*
- *Provide mentorship, offer clinical expertise and act a role model on the delivery of evidence-based practice in dementia care within Northamptonshire Healthcare NHS Foundation Trust*
- *Support the development and delivery of work streams as part of Northamptonshire Healthcare NHS Foundation Trust's, dementia strategy, where appropriate*
- *Work proactively with key local and national stakeholders to support*

### BEING AUTHENTIC

- *Recognise the limits of own competency and professional boundaries and make appropriate and timely referrals to other services where required.*
- *Ensure all nursing practice is carried out in accordance with the agreed policies and procedures of Northamptonshire 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. Ensuring the frequent emotional demands of the role are fully supported.*
- *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 the development of policies, procedures and protocols relevant to dementia and Admiral Nursing within Northamptonshire Healthcare NHS Foundation Trust*
- *Ensure compliance with Trust clinical governance requirements*
- *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*

*integrated care pathways and holistic models of care, through dissemination of specialist skills and knowledge*

- *Support delivery of local policy and procedures for Northamptonshire Healthcare NHS Foundation Trust to improve identification, assessment, ongoing support for people with dementia and their family carers*
- *Provide and receive highly complex or sensitive information.*

## TAKING RESPONSIBILITY

- *Advise 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 including physical and mental health and wellbeing*
- *Provide a range of bio-psychosocial interventions to promote health and wellbeing for people with dementia and their carers/families*
- *Develop and support care plans for people with dementia and families including positive risk management*
- *Support people with dementia, carers/families and staff to understand and respond to changes in behaviour and relationships as a result of dementia*
- *Provide care coordination for a clinical caseload of families with complex needs as identified within triage assessment in clinics or via home visit if required*
- *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 and best interests*
- *Manage care transitions and support people with dementia and*










## EMBRACING CHANGE


- *Support the audit and evaluation of quality improvements and initiatives aimed at improving the delivery of dementia care within Northamptonshire Healthcare NHS Foundation 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*

*their carers/families to reduce the frequency of crisis situations*

- *Ensure that care is delivered in accordance with relevant local and national guidelines and all relevant Northamptonshire Healthcare NHS Foundation Trust policies.*
- *Daily use of VDU to access relevant clinical system and other relevant Microsoft office programmes. This will include remote/ off site working using mobile working equipment.*

## Benefits

<div>Salary</div> <div></div>	<div>Location of work</div> <div></div>	<div>Permanent/fixed term</div> <div></div>								
<div>Band 6 - Range £33,706 to £40,588</div> <div>You will be paid on the 27<sup>th</sup> of each month. If this date falls at a weekend you will be paid on the Friday before this date.</div>	<div>Base to be confirmed.</div> <div>Must be able to travel independently to other bases in the Trust across Northamptonshire.</div>	<div>Please see job advert.</div>								
<div>Hours/pattern of work</div> <div></div>	<div>Annual leave and bank holiday entitlement</div> <div></div>	<div>Pension entitlement</div> <div></div>								
<div>37½ hours per week, worked as 7.5 hours per day Monday - Friday</div>	<table><tr><td>Length of service</td><td></td></tr><tr><td>On appointment</td><td>27 days + 8 days</td></tr><tr><td>After five years' service</td><td>29 days + 8 days</td></tr><tr><td>After ten years' service</td><td>33 days + 8 days</td></tr></table>	Length of service		On appointment	27 days + 8 days	After five years' service	29 days + 8 days	After ten years' service	33 days + 8 days	<div>Details on the benefits of the NHS Pension Scheme can be found here:</div> <div><a href="https://www.nhsbsa.nhs.uk/nhs-pensions">https://www.nhsbsa.nhs.uk/nhs-pensions</a></div>
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On appointment	27 days + 8 days									
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<div>Health and Wellbeing</div> <div></div> <div>Because your health matters too</div>	<div>Learning and Development</div> <div></div>	<div>Equality and diversity</div> <div></div>								

<p>Our Occupational Health and Wellbeing team support our staff through many different channels. Whether you have a physical or emotional issue or want to take positive steps to improve your fitness, this team can help you.</p> 	<p>Our Learning and Development team provide effective and impactful learning solutions for our staff. Our experienced team of facilitators offer a wide range of opportunities from corporate induction, mandatory and role specific training, personal development and leadership training.</p>	<p>We are committed to ensuring people are treated equally and fairly whether at work, during care or out in the community. Equality, diversity and inclusion will always be a core focus and commitment for team NHFT. We have a number of staff networks to support this focus too. These networks are open to all our staff.</p>
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Find out more about us at:

[www.bit.ly/24hoursinNHFT](http://www.bit.ly/24hoursinNHFT)

[www.nhft.nhs.uk](http://www.nhft.nhs.uk)

### Confidentiality and Data Protection

Any matters of a confidential nature, including patient and staff records, and any commercially sensitive information must, under no circumstances, be divulged or passed on to any unauthorised person or persons without a legal basis to do so. In accordance with the Data Protection Act 2018, if you are required to access personal data held in any format, you will be expected to adhere to the Trusts Information Governance Policies, copies of which are held on the staff intranet.

Any breach of confidentiality or data protection legislation will result in disciplinary action and may result in summary dismissal.

### Infection Control

The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures.

Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary action. Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.

### Health and Safety

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.



- I. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- III. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

**No Smoking**

In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

**Equality and Diversity**

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

**Risk Management**

To have a commitment to identify and minimising risk, report all incidents and report to manager any risks, which need to be assessed.

**Safeguarding Adults and Children**

It is the duty of all staff working for the Trust;

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

**Professional Registration**

All qualified/ professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professional registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

**Policies and Procedures**

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instructions may result in disciplinary action being initiated.

**Review of Job Description/ Person Specification**

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required commensurate with the grade and/ or hours of work at the postholder's initial place of work or at any other of the Trust's establishment.

**NOTE:** This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.