

Admiral Nurse Band 7 – Dementia Oxfordshire

Job Description

Clinically Accountable To:	Age UK Oxfordshire
Responsible To:	Dementia Oxfordshire Head of Service
Location:	Napier Court / Home working
Remuneration and Hours:	Band Seven Nurse (£41,659 - £43,806) 35 hours per week normally working 9am - 5pm; with limited evening and weekend work as required.
Key Relationships	<ul style="list-style-type: none"> • Service Manager • Dementia Advisers / Young Onset Dementia Advisers • Older people's mental health services • Families/carers affected by dementia • Social care • Primary care multidisciplinary teams • Dementia UK • Local voluntary organisations

Dementia Oxfordshire is the DSS (Dementia Support Service) for Oxfordshire, jointly funded by OCC (Oxford County Council) and the BOB (Buckinghamshire Berkshire and Oxford West) ICB (Integrated Care Board) and commissioned by OCC. The contract is held by AUKO (Age UK Oxfordshire) and delivered in partnership with DUK (Dementia UK)

Dementia Oxfordshire is described as a service delivered by Age UK Oxfordshire. Where this JD refers to Dementia Oxfordshire it is referring to the service and when it refers to AUKO it is referring to the wider organisation.

Summary of Responsibilities:

The Admiral Nurse will guide and support the delivery of relationship-centred dementia care to improve the experience of carers/families affected by dementia with complex needs who are accessing Dementia Oxfordshire services. Support will be provided via a 'clinics' model which will offer both 'one off' and repeat appointments for both Dementia Advisers and families in their care.

The Admiral Nurse Clinic will be available for anyone within the defined area, who has been referred by a Dementia Adviser and meets the service criteria. The post holder will also work within the agreed setting/ location to provide specialist advice and support as appropriate.

The Admiral Nurse will also be responsible for developing and delivering an educational offer focused on Health and other professionals, complementing Dementia Oxfordshire's wider education offer, nominally splitting their time 60% clinic model 40% educational offer

The post holder will:

- Provide consultancy, support and guidance to families living with Dementia
- Provide consultancy, support and guidance to Dementia Oxfordshire DAs (Dementia Advisers) and YODAs (Young Onset Dementia Advisers)
- Work collaboratively with partners across health and social care, both statutory and voluntary sector when appropriate to support best practice in dementia care, offering education sessions on Dementia as opportunities present
- Promote the use of the implementation of evidence-based dementia care and provide leadership in improving the experience of carers/families affected by dementia
- Where appropriate, contribute to and support the delivery of key quality and performance indicators and evidence impact relating to the experience of families
- Apply the Admiral Nurse Competency framework at a specialist, enhanced or advanced level including person-centred care, therapeutic skills, and triadic relationships, sharing knowledge, best practice and critical reflective practice

Main Duties & Responsibilities:**Clinical**

- Implement and support the development of the Admiral Nurse Service within Dementia Oxfordshire and the wider Age UK Oxfordshire organisation
- Provide specialist nursing support to people with dementia, their families and carers using, using the principles of Admiral Nurse Assessment Framework for carers/families.

- Identify complexities of dementia using advanced communication, negotiation and diplomacy skills
- Provide clinical leadership to Dementia Advisers and Young Onset Dementia Advisers on the care of people with dementia and their carers/families with complex care needs from peri-diagnosis to post bereavement support
- Advise family carers and other health care professionals on the care of people with dementia with complex care needs
- Contribute to the development of person-centred care plans for families who are caring for a person with dementia where appropriate
- Work in a way that promotes relationship and family-centred approaches to care, which meet the physical and mental health needs of people with dementia, carers/families
- Provide a range of advice on psychosocial interventions and emotional support to promote health and wellbeing for people with dementia and their carers/families
- Support people with dementia, carers/families and staff and other health and social care professionals to understand and respond to changes in behaviour and relationships
- Work in partnership with colleagues to provide support and information to families, including advance care planning, best interest decisions and end of life care
- Provide guidance relating to mental capacity, safeguarding and mental health are considered and adhered to in relation to patient care.

Education and Leadership

- Provide clinical leadership support and guidance to others on the delivery of evidence-based practice in dementia care within Dementia Oxfordshire
- Advise and support on the development and delivery of work streams as part the service dementia strategy, where appropriate
- 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
- Work proactively with key local and national stakeholders to develop integrated care pathways and holistic models of care, through dissemination of specialist skills and knowledge where appropriate
- Provide advice and support on complex care transitions for people with dementia and their carers/families to reduce the frequency of crisis situations (including people with young onset dementia)

- Ensure that the care delivered is in accordance with relevant local and national guidelines and all relevant Age UK Oxfordshire policies.
- Recognise the limits of own competency and the professional boundaries of this Clinic model post
- Where Safeguarding concerns are present, the post holder will take appropriate and timely actions in line with Age UK Oxfordshire policies and procedures which may include referrals to other services
- Ensure that clinical records are up to date and maintained and stored appropriately in line with local and national guidance

Evaluation and Audit

- Collect and review quantitative and qualitative data to evaluate and audit the Admiral Nurse Service within Dementia Oxfordshire
- Interpret and use data to make innovative recommendations for service improvement and development
- Maintain clinical records using chosen data recording system and provide verbal and written feedback appropriately and as required
- Support evaluation of workforce development in dementia to improve staff knowledge and skills across Age UK Oxfordshire
- Ensure own data is recorded, relevant, accurate, and complete and captured in a timely manner
- Liaise with Dementia UK Insights and Evaluation team where appropriate, to ensure that the impact and effectiveness of Admiral Nurse interventions are well evaluated
- Be fully aware of and comply with all relevant data protection legislation including the UK GDPR, Data Protection Act (1998) and Caldicott Principles in relation to protecting the confidentiality of patient and service-user information and enabling appropriate information sharing

Professional

- Ensure all nursing practice is carried out in accordance with the agreed policies and procedures of Age UK Oxfordshire and the NMC Code 2015.
- To 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 and the Admiral Nurse Academy
- To develop own competence through use of the Admiral Nurse Competency Framework using resources provided by Dementia UK and the Admiral Nurse Academy

- To maintain professional registration in line with NMC guidance, including revalidation
- Contribute to and lead the development of policies, procedures and protocols relevant to dementia and Admiral Nursing within Age UK Oxfordshire, including the Standard Operational Policy
- Ensure compliance with Age UK Oxfordshire clinical governance requirements, including all mandatory training
- Participate in clinical supervision/mentoring/appraisals when required.
- Maintain up-to-date knowledge of evidence-based recommendations on supporting people with dementia and their carers/families
- Be aware of current research related to dementia treatments/interventions and support people with dementia/carers/families to get involved in research where appropriate

Managerial and Administrative role

- To ensure the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with Age UK Oxfordshire policy
- Identify and record risks to the Admiral Nurse service, escalating appropriately
- Participate in recruitment of other healthcare professionals where appropriate
- Participate in Advisory groups developing the Dementia Oxfordshire service and the Admiral Nurse role within that service at Age UK Oxfordshire
- Lead, manage and develop the Admiral Nurse component of the Dementia Oxfordshire service, continuously seeking improvement opportunities in collaboration with the Advisory Group

The post holder is expected to

- Work in accordance with Age UK Oxfordshire policies and procedures.
- Take a pro-active approach to personal learning and development.
- Attend team meetings, Age UK Oxfordshire staff meetings and other line management and training activities as appropriate.
- To promote positive attitudes in the local community by raising awareness of dementia

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.

Person specification: Admiral Nurse Band 7 Age UK Oxfordshire Job Description

	Essential	Desirable
Qualifications	<p>Registered Nurse (RMN/RNMH/RGN/RNLD)</p> <p>Degree level qualification or equivalent demonstrable clinical experience. Post registration qualification / training in dementia</p> <p>Formal knowledge of dementia/ older people acquired through clinical post- graduate education</p> <p>Willingness to complete Dementia UK's Pre Admiral Nurse e-learning course prior to starting in post</p> <p>Willingness to work towards continued professional and practice development through Dementia UK's Admiral Nurse Academy, including the level 6 or 7 Admiral Nurse Competency Framework Module.</p>	<p>Additional nursing qualification.</p> <p>Masters level qualification in dementia / older people's care</p> <p>Mentorship Qualification</p> <p>Relevant teaching qualification</p>
Work Experience & Attainments	<p>Significant post-registration clinical experience of working with people with dementia and their carers/supporters in different settings, including community/primary care</p> <p>Experience of recent involvement in practice/ service development.</p> <p>Experience of working with groups and individuals in a variety of roles and settings</p> <p>Experience of facilitating and delivering training</p> <p>Experience of working as an autonomous practitioner</p> <p>Experience of managing care across care transitions</p> <p>Ability to lead and manage services</p> <p>Experience of audit/ evaluating clinical practice</p>	<p>Experience of supporting Young Onset Dementia</p> <p>Experience of working with patients/ clients to develop practice</p> <p>Experience of palliative care and long-term conditions</p>

<p>Skills and Knowledge</p>	<p>Ability to incorporate and demonstrate all of the 6 Admiral Nurse competencies: person- centred care, therapeutic skills, triadic relationship, sharing knowledge, best practice, critical reflective practice.</p> <p>Ability to use a range of therapeutic skills</p> <p>Effective role-modelling</p> <p>Collaborative and multi-agency working Good facilitation skills</p> <p>Acting as a decision maker and advocate</p> <p>Good organisational skills</p> <p>Knowledge of relevant policies/national strategy e.g. MCA/DoLS/ACP/NICE guideline/Care Act</p>	<p>Knowledge of research methods and methodologies.</p> <p>Understanding of competency frameworks</p> <p>Experience of supporting systematic practice development/ quality improvement</p>
<p>Aptitudes and Attributes</p>	<p>Enhanced communication skills</p> <p>Flexibility and creativity</p> <p>Ability to operate effectively with a constantly developing relationship with key stakeholders and associated agencies</p> <p>Ability to work in groups/one to one</p> <p>Ability to build constructive relationships with warmth and empathy</p> <p>Ability to treat families affected by dementia with respect and dignity, adopting a culturally sensitive approach that considers the needs of the whole person</p> <p>Positive mental attitude and a willingness to discuss and negotiate issues and ideas with the appropriate team / individual</p> <p>Ability to learn through practice</p> <p>Demonstrates a commitment to quality of care</p> <p>Demonstrates integrity, compassion and a caring nature</p>	
<p>Other requirements</p>		

Last updated: December 2022