About Dementia Care

Dementia Care was set up as a registered charity in 1993 to provide services for people with dementia and their carers. We provide specialist care, support and advice to people with dementia and other neurological disorders, such as acquired brain injury, stroke, multiple sclerosis and Parkinson’s disease.

We also support a small number of people with functional mental health disorders and learning disabilities where our skills meet individual’s specialist requirements. We offer 24-hour care in people's homes, respite care, dementia designed specialist day services at our centres in Newcastle upon Tyne and Hexham and our unique independent supported living housing.

We also help carers and family members by sharing our knowledge through offering training and advice on practical care support and when needed, specialised respite care.

As a care provider, we are regulated by the Care Quality Commission and, as a registered charity; we are regulated by the Charity Commission.

We pride ourselves in offering the best quality of life for people with dementia and their families by:

- treating everyone with dignity, respect and kindness,
- training our staff to the highest standards and supporting them to be the best that they can be,
- listening to what you want and acting upon it,
- investing in providing first rate care at prices consistent with a charity; and
- pushing forward the standards in dementia care to provide better care for people, investing in research, training and support for other professionals and carers.

Independent Supported Living Houses
Recognised as a beacon of good practice, our small group, independent supported living model of care is unique for people with dementia. Four or five people live together within a ‘family’ atmosphere, supported by our highly trained and dedicated staff in a safe and homely environment.

Home Support
Our support is tailored to each person’s individual needs. Call times range from 30 minutes to 24 hour support on a 1:1 basis. Care is provided to; help around the house, provide companionship, give personal care, maintain hygiene, administering medication, shopping and cooking, household duties and accompanying people on trips out

Respite
People staying in our Respite Centre have full use of the wide range of facilities on offer in our Newcastle Day Centre, including taking meals in our restaurant.

However, there is a separate lounge and kitchen/dining room in the Respite Centre for when people want some quiet time.

Newcastle & Hexham Day Services
We currently have two day centres, one in Newcastle upon Tyne and a smaller one in Hexham, both of which offer specialist care in a cheerful and sociable environment.

The centres offer a full range of activities, including cognitive stimulation therapy (CST), exercise classes, dancing, singing and musical activities, shared reminiscing and nostalgia sessions, arts, crafts and cookery and an opportunity to enjoy outings and other social occasions.

About the role:

Job Title: Admiral Nurse

Location: Bradbury Day Centre (regular travel throughout the region will be required)

Salary: Band 7, £31,383 - £41,373

Hours: 37 hours per week, Monday – Friday (part time contracts will be considered)

Notice: 2 months

As an Admiral Nurse you will help improve the care of people with dementia within operational areas of Dementia Care, this will be achieved through the provision of specialist dementia nursing expertise supporting families affected by dementia. You will be responsible for:

- Managing and providing clinical leadership to the Admiral Nurses and developing the Admiral Nurse service within Dementia Care.
- Providing and leading on the delivery of specialist nursing assessment, evidenced based intervention, practical advice and emotional support for family carers of people with dementia and where appropriate people with dementia themselves, at all stages including bereavement.
- Leading on and offering expertise & guidance to professional colleagues, the general public and others in supporting family & relationship –centred approaches and best practice in dementia care.
- Contributing to and influencing the development, evaluation and audit of this specialist area of practice and of the Admiral Nursing service.
- Promoting and influencing the delivery of evidence – based practice, including up-to-date clinical advice, support, liaison, and in negotiated circumstances education and training to other staff/agencies.

- Using the Admiral Nurse competency framework to support the development of own Admiral Nursing practice at an advanced level, and support the development of others.
- Contributing to and making effective use of Dementia UK Clinical Supervision and Practice Development to support the development of Admiral Nurse practice.
- Providing clinical supervision to the Admiral Nurse team and others in negotiated circumstances.

Main Duties

- Meeting the multiple and often complex needs of families affected by dementia through ongoing assessment of health and wellbeing, including risk assessment; developing, implementing and evaluating intervention plans.
- Influencing, recommending and providing a range of effective evidence-based interventions at all stages of the family’s experience of dementia, paying particular attention to loss, transitions and changing relationships.
- Supporting people i.e. families affected by dementia and/or colleagues, to develop skills and competencies in understanding and coping with challenges and difficulties they may face, in both individual and group situations e.g. managing complex conditions, adapting responses when supporting the person with dementia, changes in relationships, distressed behaviour.
- Supporting the delivery of a range of psychological and social interventions to promote health and assist with the alleviation, prevention and management of stress, depression, anxiety and other mental health needs of carers.
- Maintaining clinical records using an appropriate records management system and providing verbal and written feedback appropriately and as required, to carers, persons with dementia (as appropriate), referring agencies and professional colleagues.
- Working collaboratively with GPs, case managers, primary health care practitioners, statutory and voluntary agencies and influencing the delivery of evidence based care for the family affected by dementia.
- Supporting quality improvements, promoting the health and wellbeing of families affected by dementia, in line with health and social care policy, guidelines and legislation.
- Providing and promoting advocacy for family carers (with permission) to facilitate access to services and influence care provision.
- Identifying development options for addressing inequality and to contributing to strategies designed to improve access to services for people with dementia and carers who are socially excluded.
- Ensuring that care is delivered in accordance with Admiral Nurse Service Standards and other relevant local and national standards such as those recommended in NICE guidelines, national dementia and carer strategies/plans and all relevant Dementia Care policies and procedures.
• Recognising the limits of own competency and professional boundaries in self and others and to make appropriate and timely referrals in respect of the people being supported.
• Facilitating and participating in case conference meetings, network meetings and similar, giving feedback and liaising with all concerned.

• Providing consultancy and guidance to those working in dementia care and to work collaboratively with health/social services and the voluntary and independent sector (as appropriate) to support best practice in dementia care.
• Promoting the rights, interests, needs and choices of carers and people with dementia in the planning, delivery and evaluation of care and services.
• Facilitating consultation with carers about care and service delivery; to evaluating and providing feedback.

Professional
• Providing professional, clinical, managerial and supervisory leadership to the Admiral Nurse(s) and manage the Dementia Guide team within Dementia Care.
• Attending and actively participating in monthly practice development days, including clinical supervision; recommended training/education, including the Admiral Nurse Competency module and the Admiral Nurse Forum at least once a year, as supported by Dementia UK.
• Maintaining professional registration in line with NMC guidance including re-validation and use of the electronic portfolio, 'Pebblepad', as provided by Dementia UK, demonstrating evidence of advanced level practice.
• Ensuring all nursing practice is carried out in accordance with the agreed policies and procedures of Dementia Care, Dementia UK, the NMC Code of conduct and other relevant nursing policy.
• Supporting appropriate practice based, development evaluation, audit and research and to disseminate findings.
• Influencing and contributing to the development of policies, procedures and protocols relevant to Admiral Nursing.
• Working positively with colleagues to maintain clinically effective relationships, ensuring they and their team comply with local and national clinical governance requirements.
• Supporting and participating in local clinical supervision / mentoring; providing clinical supervision to others, where appropriate.
• Working with Dementia Care to manage demands placed on the service.

Education
• Providing and/or leading formal training events such as courses, conferences, seminars and workshops at all levels, maintaining and contributing to higher level educational programmes in dementia care, disseminating Admiral Nursing work and promoting best practice in dementia care.
• Supporting quality improvements and integrating into practice current knowledge of dementia and caring, informed by research and other forms of evidence.
• Acting as a lead clinical role model to others and coordinate student nurse placements, including mentoring as appropriate.

• Developing their own competence to practice through use of the Admiral Nurse Competency Framework, ‘Pebblepad’ e-portfolio development Personal Development Planning and continuing professional development to an advanced level of practice.
• Maintaining and up to date knowledge base of resources, service provision, policy context, new approaches, interventions and treatments in dementia care and to influence local policy & procedure, development and review.
• Taking responsibility for supervision and organisation of student placements and in promoting and providing a learning environment with the team, for student nurses and for others as appropriate.
• Supporting audit and evaluation of service quality using Admiral Nurse Standards and other relevant standards supporting best practice.
• Developing a learning environment, working closely with the Admiral Nurse Directorate at Dementia UK, liaising with researchers, practice developers and educational providers.

Managerial and Administrative

• Making effective use of professional and managerial supervision to the Admiral Nurse team within Dementia UK and local policy (where relevant).
• Ensuring that the Admiral Nurse team is involved and linked with relevant meetings and forums within host organisation and Dementia UK, including monthly practice development days, be-spoke training and Admiral Nurse Forums and that regular briefings occur in the Admiral Nursing Team (where relevant).
• Ensuring that effective communication systems operate within the team and between the team and other relevant disciplines and teams.
• Contributing to the development of local policies, procedures and protocols relevant to Admiral Nursing and the health and well-being of the client group through the support of Dementia UK Business development team and within the local steering group.
• Ensuring the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with local policy.
• Managing sickness and absence for the Dementia Guide team in line with policies and procedures.

Health & Safety at Work Act
The post holder must be aware of the responsibilities placed upon them under the Heath and Safety Act 1974 to ensure that agreed procedures are carried out and that a safe working environment is maintained for patients, visitors and employees.
Professional Conduct
The post holder must comply with their appropriate professional body and code of conduct e.g. NMC Code: Professional Standards of Practice and Behaviour for Nurses and Midwives.
Responsibility for data quality

All Admiral Nurses that record information have a responsibility to ensure that the data is relevant, accurate, complete and captured in a timely manner so that it is fit for purpose.

Employees must follow the agreed Dementia Care policies and procedures. A data subject e.g. an employee/patient, has a right to expect this under the Data Protection Act’s fourth principle - *Personal data shall be accurate and where necessary kept up to date*

Safeguarding
All Admiral Nurses have a responsibility to themselves, patients, service users and other employees in ensuring the effective Safeguarding of Children and Adults. Admiral Nurses must follow the agreed local policies and procedures in both these domains

*Please note that this job description serves to provide an illustrative example of the duties and responsibilities the post holder may be expected to undertake during the course of their normal duties. It is not therefore an exhaustive list; the post holder will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.*
# Person Specification

To be successful in this role, it is essential that you have the following:

<table>
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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>Registered Nurse (RMN/RGN/RNLD)</td>
<td>Additional nursing qualification</td>
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<td>Formal knowledge of dementia/older people</td>
<td>Leadership qualification and/or formal management development e.g. DMS, CMS etc</td>
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<td>acquired through clinical post graduate education</td>
<td>Relevant teaching qualification</td>
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<td></td>
<td>Degree/Masters level qualification in dementia/older people's care</td>
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<td>Mentorship Qualification</td>
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<tr>
<td>Work Experience &amp; Attainments</td>
<td>Significant post-registration clinical experience of working with people with dementia and their carers/supporter/representatives in different settings</td>
<td>Experience of undertaking staff performance reviews and planned development of staff</td>
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<td>Experience of recent involvement in practice/service development.</td>
<td>Experience of working with patients/clients to develop practice</td>
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<td>Experience of working with groups and individuals in a variety of roles and settings</td>
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<td>Demonstrated experience of working as an autonomous practitioner</td>
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<td>Demonstrated ability to lead and manage services</td>
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<td>Experience of professional supervision of staff</td>
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<td>Experience of audit/evaluating clinical practice</td>
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### Skills and Knowledge

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<th>In depth knowledge about dementia and how this can affect individuals day-to-day life, relationships, family and support networks.</th>
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<tr>
<td>Advanced communication and/or counselling skills in both individual and group settings.</td>
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<td>Understanding and experience of assessment of people with dementia / family carers.</td>
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<td>Understanding and demonstrated ability to deliver a range of therapeutic interventions for supporting people with dementia and their family carers.</td>
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<td>Understanding of and promotion of evidence based best practice including contribution to multi-disciplinary team.</td>
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<td>Facilitation skills.</td>
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<td>IT literate.</td>
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<td>Knowledge of relevant national policy and practice initiatives.</td>
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<td>Ability to develop services and manage change.</td>
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<td>Presentation and teaching skills.</td>
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<td>Leadership ability.</td>
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<td>Evidence of recent continuing professional development.</td>
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### Knowledge of research methods and methodologies. |

### Understanding of competency frameworks. |

### Experience of supporting systematic practice development/quality improvement. |

### Aptitudes & Attributes

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<th>Excellent communication skills.</th>
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<tr>
<td>Ability to provide supervision, critical companionship and support to team members.</td>
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<td>Ability to operate effectively with a constantly developing relationship with key stakeholders and associated agencies.</td>
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<td>Able to work on own initiative.</td>
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<td>Ability to work in groups/one to one.</td>
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<td>Ability to build constructive relationships with warmth and empathy.</td>
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<td>Ability to treat families affected by dementia with respect and dignity, adopting a culturally sensitive approach that considers the needs of the whole person.</td>
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<td>Positive mental attitude and a willingness to discuss and negotiate issues and ideas with the appropriate team / individual</td>
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<td>Ability to learn through practice</td>
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**Other requirements**

- A full valid driving license and access to a car to use regularly for business purposes is essential (unless you have a disability as defined by the Equality Act 2010 and a reasonable adjustment can be made).
- Flexible approach to meet the needs of the service.
Key Lines of Enquiry (KLOEs)

Dementia Care recognises the significance of the KLOEs which have been developed by CQC; these are used for CQC inspection and set a positive benchmark for behaviour and performance. The KLOEs form a benchmark for standards and expectations within the role.

1. Safe…
   • You deliver a service for employees and where appropriate the people we care for, which is safe and well managed where risks are considered and policy and procedures are adhered to.

2. Effective…
   • You ensure best practice is at the forefront of your actions; completing all mandatory learning and development and complying with legislation within the care sector and your specific role.

3. Responsive…
   • You ensure a person centred approach is taken at all times, service specific and departmental paperwork is accurate and up to date, as is, where appropriate the paperwork for the people in our care, colleagues and third parties are given the opportunity to be heard.

4. Well-led…
   • You support in the provision of a high quality service which adheres to the vision, values and ethos of Dementia Care.

5. Caring…
   • You respect the opinion and input made by colleagues and third parties, you maintain confidentiality and take a positive approach.

__________________________________________

Employee Name:……………………………………………….

Employee Signature:……………………………………………….

Date:…………………………………………………………………