

Job description

Job title:	Admiral Nurse – Black African Caribbean communities
Team:	Helpline and Clinics
Location:	Remote (some travel with overnight stays)
Hours of work:	37.5 hours
Contract:	Permanent, full-time
Benefits include:	33 days (plus eight bank holidays) 8% employer pension contribution (Aviva) or access to continue NHS Pension Enhanced maternity, paternity, adoption, and shared parental pay Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
Direct report/s:	N/A

Background

Today, dementia is the leading cause of death in the UK and there are more than one million people living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected and thrive.

Purpose of Job

This post has been developed to provide clinical advice and support for the Black African Caribbean communities facing issues in relation to dementia.

The Clinic Admiral Nurse will work nationally. The post holder will offer expert support and guidance to families affected by dementia through an Admiral Nurse

Clinic. Our clinics service offer is part of Dementia UK's strategic plan to ensure as many families as possible have access to an Admiral Nurse.

The Admiral Nurse Clinic will be available for families via telephone, video consultation and/or face to face within an agreed clinic setting. The post holder will also work within the agreed setting/location to provide specialist advice, best practice and support to colleagues and health care professionals, as appropriate.

The community you will support will often be from the Black African Caribbean community.

Key Accountabilities and Responsibilities

1. Clinical Delivery

- Implement and deliver remote Admiral Nurse Clinics for the defined community
- Provide specialist support to the carer of a person with dementia, using the principles of the Admiral Nurse Assessment Framework.
- Identify complexities of dementia using advanced communication, negotiation and diplomacy skills.
- Advise family carers and other health care professionals on the care of people with dementia with complex care needs.
- Work in a way that promotes relationship and family-centered approaches to care, which meet the physical and mental health needs of carers / families.
- Provide a range of advice on psychosocial interventions and emotional support to promote health and to understand and respond to changes in behaviours and relationships.
- Ensure that guidance relating to mental capacity, safeguarding and mental health are considered and adhered to in relation to care.

2. Education and Leadership

- Participate in and/or lead formal training events promoting best practice in dementia care and disseminating Admiral Nursing practice.
- Provide clinical leadership support and guidance to others on the delivery of evidence-based practice in dementia care.
- Take an active role in the development and delivery of Dementia UK work streams where appropriate.
- Work in partnership with colleagues to provide support and information to families, including advance care planning, best interest decisions and end of life care.
- Ensure that the support and guidance delivered are in accordance with relevant local and national guidance.

3. Safeguarding

- The postholder will follow Dementia UK safeguarding policies and procedures.
- Ensure that records are up to date and maintained and stored appropriately in line with local and national guidance.

4. Evaluation and Audit

- Collect and review quantitative and qualitative data to evaluate and audit the Admiral Nurse Clinic.
- Interpret and use data to make innovative recommendations for service improvement and development.
- Maintain clinical records and provide verbal and written feedback appropriately and as required.
- Ensure own data is recorded, relevant, accurate, and complete and captured.
- Be fully aware of and comply with the Data Protection Act (1998) and Caldicott Principles in relation to protecting the confidentiality of patient and service-user information.
- Interpret and use data to make innovative recommendations for service improvement and future development.

5. Professional Responsibilities

- Ensure all nursing practice is carried out in accordance with the agreed policies and procedures of Dementia UK and the NMC Code 2015.
- To attend and actively participate in practice development days, clinical supervision, and continuing professional development, including the Admiral Nurse Development Pathway and the Admiral Nurse Forum, as supported by Dementia UK.
- To develop own competence through use of the Admiral Nurse Competency Framework and portfolio development.
- To maintain professional registration in line with NMC guidance, including revalidation.
- Ensure own (and others) compliance with clinical governance requirements.
- 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.

6. Clinical Administration

- To ensure the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with Dementia UK policy.

- Participate with line manager regarding the setting up and development of the clinic and meet on a regular pre agreed basis and ensure they are fully aware of progress /concerns / issues.
- To report any sickness and absence to the line manager in a timely manner so that cover for clinics can be arranged.
- Participate in Dementia UK steering groups and develop and maintain positive working relationships with Dementia UK, and relevant partner organisations

General

- All staff should actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the Charity, focusing on the impact of the departmental Operational Plan.
- Supporting the management team to ensure that Dementia UK fulfills its obligations for the health, safety and security of all employees and relevant stakeholders including Volunteers.
- Represent Dementia UK in relevant charity sector initiatives and ensure that the Charity continues to learn from and share information with internal and external stakeholders as appropriate.
- Promoting equality of opportunity, diversity, and inclusiveness to ensure that the delivery of people management, policies, and systems through all aspects of the Charity are fair, transparent, and consistent, without prejudice or discrimination to all internal and external stakeholders.

This is not a contractual document and is subject to variation from time to time as circumstances dictate. The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. All Dementia UK staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Qualifications, knowledge, skills, and experience			
Criteria	Application	Test	Interview
Registered Nurse (Adult, Mental Health, Learning Disability)	X		
Educated to, or working towards degree or Masters level in a health and social care subject or equivalent qualification or experience	X		
Knowledge/understanding of the needs of, and issues faced by the Black African-Caribbean community	X		X
Post registration qualification / training in dementia. Experience of working within the field of dementia with demonstrable skills in working with people and families	X		
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 or equivalent	X		
Significant post-registration clinical experience of working within the field of dementia, with demonstrable skills in working with people and families from the Black African Caribbean Community and/or other communities that experience health inequalities	X		X
Experience of working with groups and individuals in a variety of roles and settings	X		
Demonstrated experience of working as an autonomous practitioner			X
Experience of audit/ evaluating clinical practice			X
Experience report writing	X		

Desirable Qualifications, knowledge, skills, and experience		
Criteria	Application	Interview
Additional nursing qualification	X	
Ability to speak additional African and Caribbean languages	X	
Masters level qualification in dementia / older people's care	X	
Mentorship Qualification	X	
Relevant teaching qualification	X	
Experience of recent involvement in practice/ service development		X
Experience of working with patients/ clients to develop practice		X
Experience of supporting families from diverse communities and those who experience health inequalities	X	X

Personal Attributes		
Essential	Application	Interview
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		X
Ability to use a range of therapeutic skills	X	X
Excellent presentation skills		X
Effective role-modelling	X	X
Collaborative and comfortable with working in a multi-agency partnership structure	X	X
Good facilitation skills	X	X
Acting as a decision maker and advocate		X
Good organisational skills		X
Conduct yourself in line with the general standards of conduct, values, norms, and behaviours of the Charity, embracing the cultural diversity of all colleagues and service users		X

Willingness to travel with occasional overnight stays		X
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Personal Attributes		
Desirable	Application	Interview
Knowledge of research methods and methodologies	X	X
Understanding of competency frameworks	X	X
Working effectively with colleagues to ensure the successful deployment of the project	X	X
Experience of supporting systematic practice development/quality improvement	X	X

Our values

Compassion
Collaboration
Ambition
Integrity