Role profile

**Admiral Nurse**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Adult Social Care |
| **Reports to** | Admiral Nurse Clinical Lead |
| **Job family** | Care and Welfare |
| **Grade** | H |
| **Political restricted?** | N |
| **DBS required?** | Y - enhanced |
| **Date** | March 2023 |
| **JE Code** | JE2057 |

Key deliverables

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| **1** | To work within Adult Services, to support, deliver and coordinate relationship-centred dementia care within operational areas of Milton Keynes Council to improve the experience of carers/families affected by dementia with complex needs from peri-diagnosis to post bereavement support. Providing care coordination for a clinical caseload using specialist nursing assessments and bio psychosocial interventions in the community. |
| **2** | To manage a caseload of carers/families to deliver relationship and family centred care approaches empowering them via dementia education and supporting them to create realistic positive risk management evidenced based care plans to promote physical and emotional wellbeing for both carer and person Living with dementia. |
| **3** | Work within the limits of own competency and professional boundaries and make appropriate and timely referrals to other services where required. Working collaboratively with health, social and voluntary sector services to achieve coordinated care and where appropriate raising safeguarding concerns and referrals when undertaking the role. |
| **4** | Applying the Admiral Nurse Competency framework at a specialist level, including person- centred care, therapeutic skills, and triadic relationships, sharing knowledge, best practice and critical reflective practice. |
| **5** | To lead and participate in groups and activities, teaching sessions for carers and professionals and presentations to promote the service. |
| **6** | Attend and actively participate in practice development, clinical supervision/mentoring, and continuing professional development, including the Admiral Nurse Competency module and the Admiral Nurse Forum, as supported by Dementia UK. |
| **7** | To share knowledge, practice role modelling and deliver best practice by working proactively with key local and national stakeholders to support integrated care pathways and holistic models of care, through dissemination of specialist skills and knowledge. Facilitating and supporting the development and delivery of innovative dementia training and education to staff, to improve competence and confidence, in line with best practice and guidance. |
| **8** | Support and actively participate in audit and evaluation for quality improvements and initiatives to monitor and improve dementia care within Milton Keynes Council and Dementia UK. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | To hold a Registered Nurse (RN/RNMH/RNLD) qualification and maintain professional registration in line with NMC guidance, including re-validation. Ensuing nursing practice is carried out in accordance with the agreed policies and procedures of Milton Keynes Council and the NMC Code. |
| **2** | Evidence of continued professional development/training in dementia care and the commitment to continued professional and practice development through Dementia UK’s Admiral Nurse Academy    Completion of Dementia UK’s Pre Admiral Nurse e-learning course prior to starting in post . |
| **3** | Knowledge and understanding of:   * relevant policies/national strategy in relation to dementia care * Admiral Nursing and its application * dementia and it’s impact of families * evidence based practice in dementia care effective role-modelling |
| **4** | Ability to build constructive relationships with warmth and empathy. Ability to treat families affected by dementia with respect and dignity. Working together for people with dementia/ carers and demonstrate integrity and respect. Demonstrates compassion and a caring nature and a commitment to quality of care. |
| **5** | Post-registration clinical experience supporting people with dementia and their carers/families evidencing experience of completing holistic nursing assessments, providing bio-psychosocial interventions, working as an autonomous safe practitioner and collaborative and multi-agency working. |
| **6** | Able to travel to meet service delivery requirements. |
| **7** | Available to undertake work outside of normal working hours. |
| **8** | IT literate with the ability to communicate to a high standard both verbally and in writing, ensuring data is relevant, accurate, complete and captured in a contemporaneous manner. |
| **9** | SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post. |

Job family

**Care and Welfare (Grade H)**

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| **Colleague expectations**   * Be professional at all times * Work together for the good of the team, city council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Manager expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Care and Welfare family jobs have as their primary responsibility the vulnerable members of our community who depend upon the city council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level social work practitioners with advanced theoretical knowledge of social work and associated disciplines. Jobs at this level will be required to regularly deal with the most challenging service users in the city council’s care and will have very high demands of concentration, communication skill and emotional resilience.

**The knowledge and skills required**

At this level, the expertise that underpins job holders’ decisions and authoritative recommendations is grounded in either an advanced level of theoretical understanding of a very wide range of social work issues and/or associated disciplines, or an equivalent level of very lengthy practitioner level experience.

Job holders may require specific qualifications in order to comply with the legislative and regulatory requirements of their job.

Roles at this level will engage with others in assisting with physical tasks requiring some modest manual dexterity. Computer use is also a day to day feature of these roles.

**Thinking, planning and communication**

Job holders will regularly deal with highly charged, contentious situations and individuals whose behaviour ranges from merely challenging to aggressive and threatening. Job holders will have developed their essential communication skills through a combination of formal training and lengthy experience. Delivering the desired outcomes of interventions with families and individuals will depend upon effective advisory and persuasive skills in the context of exchanges with a range of audiences, some of whom will have inherent comprehension or language difficulties.

Whether resulting from their own case work or from issues escalated from other areas, the problems and situations dealt with will inevitably be complex, involving multiple information streams such as individual needs assessment, consideration of resource allocation and prioritisation of conflicting demands. Although still working on a day to day basis with groups and individuals, there will also be a need to take a longer view and maybe up to a year ahead in some cases.

**Decision making and innovation**

The procedures, approaches and techniques required to fulfil the duties of these roles may be professionally based and/or defined by internal recognised protocols, but job holders will organise their own workload in accordance with changing demands and priorities.

Job holders will independently respond to problems, some of they may not have been encountered previously. They will have access to advice and assistance from team managers or supervisors when serious issues arise.

**Areas of responsibility**

Job holders will not only implement important and far reaching care programmes to the direct benefit of families and individuals, but they will also contribute to the development of corporate policies and procedures in their working sector.

Job holders will generally have some responsibility for the supervision or co-ordination of other employees, but this will not extend to formal management responsibility. Where roles at this level have formal line management responsibility, they are unlikely to need the level of specialist knowledge credited above.

These roles are unlikely to have any financial responsibilities beyond the occasional handling of modest amounts of cash, sometimes on behalf of others.

Job holders will create and maintain work records, both written and electronic. There will, in addition, be sole or shared responsibility for the safe use and basic maintenance of a range of equipment, premises and/or vehicles.

**Impacts and demands**

The requirement for greater than normal physical effort is modest, although there will always be a need for limited standing, walking and the lifting/carrying of equipment and other items. Awareness of the actions of children, vulnerable adults and others will call for long periods of sensory attention. Job holders will also be required to have moderate periods of concentrated mental attention, for example when report writing or attending case meetings. Given the range of case work involved, job holders will also experience high level pressures of deadlines and conflicting demands.

Job holders are required to develop and maintain client relationships which may need them to exert greater than normal emotional resilience, with particularly challenging service users.

Working directly with vulnerable service users will result in some exposure to disagreeable, unpleasant or hazardous environmental working conditions. This may extend to dealing with odours, intimate care and bodily fluids, and will also see job holders exposed to unpleasant or even threatening people related behaviour from time to time.