



## **JOB DESCRIPTION**

**Position Title:** Admiral Nurse  
**Grade:** Band 6/SO2-PO2  
**Directorate:** Adult & Health  
**Department:** Long Term and Review  
**Responsible to:** Admiral Nurse Clinical Lead

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### **Purpose of the Job:**

The purpose of the Admiral Nurse role is to provide specialist dementia nursing expertise and support to those affected by dementia, with a specific focus on family carers/ supporters who experience difficulties within Rutland County Council

### **Main Responsibilities:**

- To provide 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.
- To offer expertise and guidance to professional colleagues, the general public and others in supporting family and relationship-centred approaches and best practice in dementia care.
- To assist with the development, evaluation and audit of this specialist area of practice and of the Admiral Nursing service.
- To provide up-to-date clinical advice, support, liaison, and in negotiated circumstances education and training to other staff/agencies.
- To use the Admiral Nurse competency framework to support the development of own Admiral Nursing practice.
- To participate in and make effective use of Dementia UK Clinical Supervision and Practice Development
- To provide clinical supervision to others in negotiated circumstances.

### **Clinical**

- To meet 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.
- To advise on, recommend and provide 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.



- To deliver nursing practice in accordance with the agreed policies and procedures of Dementia UK, the NMC Code of conduct and other relevant nursing policy
- To attend and actively participate 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.
- To maintain professional registration in line with NMC guidance including revalidation and use of the electronic portfolio, 'Pebblepad', as provided by Dementia UK.

### **Education:**

- To participate in and/or lead 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.
- To integrate into practice current knowledge of dementia and caring, informed by research and other forms of evidence.
- To act as a clinical role model to others and take an active role in student nurse placements, including mentoring as appropriate.

### **Standard clauses for all roles:**

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

### **Behaviours and outcomes:**

- Work collaboratively across Adult Social Care , Health, Voluntary organisation and to ensure a joined up, consistent service that adds value to carers and people living with dementia
- Champion best practice of dementia services within Rutland to achieve the best outcomes.
- To be a role model for the One Council ethos and values.



- Respond to pressure and change – flexible and adaptable to sustain performance.
- Build and manage relationships, share knowledge and skills to deliver shared goals.
- Actively support new initiatives and try different ways of doing things.

**Dimensions:**

No line management or budget responsibilities

**JOB REQUIREMENTS**

**QUALIFICATIONS/TRAINING/EDUCATION**

Essential	Method of Assessment *
Registered Nurse (RMN/RGN/RNLD) Post registration qualification/ training in dementia and/or care of older people with mental health needs. or Post registration clinical experience of working with people with dementia /older adults with mental health need.	A/I/D

**EXPERIENCE/KNOWLEDGE**

Essential	Method of Assessment *
Experience of working with family carers/ supporters/ of people with dementia in different settings.	A/I
Experience of working with groups and individuals in a variety of roles and settings	A/I
Experience of working as an autonomous practitioner	A/I
Experience of working with service users to develop practice.	A/I
Demonstrate all the 6 Admiral Nurse competencies: <ul style="list-style-type: none"> <li>• person-centred care</li> <li>• therapeutic skills</li> <li>• triadic relationship centred working</li> <li>• sharing knowledge</li> <li>• delivering best practice</li> <li>• critical reflective practice</li> </ul>	A/I



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Desirable	Method of Assessment *
Previous experience as an Admiral Nurse	A/D

**SKILLS**

Essential	Method of Assessment *
Strong communication skills	A/I
Facilitation/presentation skills	A/I
Expert clinical practice	A/I
Ability to act as a decision maker and advocate.	A/I
Ability to use appropriate information technology, including MS office software to enable efficient service delivery.	A/I
Ability to treat clients with respect and dignity, adopting a culturally sensitive approach which considers the needs of the whole person.	A/I

**EQUALITY AND DIVERSITY**

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

**OTHER**

Essential	Method of Assessment *
Flexible working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

**\* A = Application Form    D = Documentary evidence    I = Interview    T = Test**



**STRUCTURE**

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

<b>DATE</b>	<b>CHANGE - YES/NO</b>	<b>PREPARED BY (Name &amp; Position Title)</b>
<b>27/03/24</b>	<b>No</b>	<b>Jane Lee – Admiral Nurse Clinical Lead</b>
<b>June 2024</b>	<b>No – Review</b>	<b>Jane Lee – Admiral Nurse Clinical Lead</b>