



# ADMIRAL NURSE DEMENTIA



## Employer of the Year - 2022

## **ADMIRAL NURSE - 37.5hrs per week**

### **Salary £44,285**

**\*\*\*Interview Date – 8<sup>th</sup> November 2023\*\*\***

Thank you for your interest in the post, we hope you find all the information you need in this pack, to help you decide if you are the right person for this inspiring and exciting role.

In collaboration with Dementia UK, we are looking to recruit a registered nurse (RN, RNMH, RNLD) with a passion for dementia palliative and end of life care to provide relationship-centred care with a strong sense of advocacy and equalities for this client group and launch a new Admiral Nursing service.

Pendleside Hospice was founded as a charity in 1988 and is one of the principal providers of palliative and end of life care services to adults in Burnley and Pendle. Pendleside is widely known throughout the area of Burnley and Pendle and is held in deep affection by the local community. It is truly a privilege to work here.

All our care is free of charge to the patients and their families/carers but, of course, it isn't free to provide and most of it is funded through the generosity of the local community in which we serve. In the last financial year, it costs almost £5 million to run Pendleside Hospice of which over £4 million needs to be raised through voluntary donations.

This is an exciting new opportunity for a registered nurse, specialising in the palliative and end of life dementia care to join our team. You will manage a caseload alongside setting up the service and developing the Hospice's Dementia strategy. You will provide consistently high standards of individualised care, compassion and bereavement support. Our aim is to make living with dying better for patients and their families and as a Registered Health Care Professional, you will be there for people in their time of need. If you are enthusiastic and have a passion for dementia palliative care, you may be the person we are looking for.

The role is available full time (37.5 hours per week) Monday – Friday. Flexibility will be essential to apply your skills along with positivity and enthusiasm, you will have the communication and interpersonal skills that enable you to thrive in a friendly working environment.

**Full driving licence, use of own car with business insurance is essential.**

**Employees joining Pendleside Hospice from the NHS may continue with their NHS pension.**

At Pendleside Hospice, you will find a fantastic team spirit and a commitment to developing you and your skills so that you can choose a long term career with us.

This appointment is a crucial one for Hospice and we want to be sure of finding the right person. However, we recognise it is probably also a big step for you. So if you wish to know more, we warmly welcome you to arrange an informal visit to the Hospice. You can do that by emailing [Alice.Thompson@pendleside.org.uk](mailto:Alice.Thompson@pendleside.org.uk)

Alice Thompson, Quality Improvement Lead

## ABOUT US

### OUR MISSION:

Pendleside exists to enhance the quality of life for people living in our community with advancing long term and life limiting illnesses, through to end of life and in bereavement.

### OUR VISION:

Every adult with advancing long term and life limiting illnesses and those most important to them within our community will receive timely and equitable access to high quality services, delivered by appropriately trained staff and volunteers.

### PHILOSOPHY OF CARE:

Pendleside endeavours to promote and enhance quality of life for people with advancing long term and life limiting illnesses and those important to them. It does this by delivering specialist and holistic palliative and end of life care, which addresses each person's individually assessed physical, psychological, social and spiritual needs.

Our care is planned and continually monitored to ensure appropriateness as needs may change. Effective communication with the people we serve is fundamental to our relationship with them. Their confidentiality, privacy, dignity and choice are respected at all times.

Our multi-disciplinary approach facilitates integrated support in our inpatient, outpatient, day service, community and family support services.

Care is underpinned by relevant research, best practice guidance and professional codes of practice.

### OUR AIM:

To provide the highest quality services possible to our local community, which are easily accessible to all who need them.

To achieve this through the five pillars of Pendleside: -

- **Proud to be Pendleside:** our people identify Pendleside as a good place to work/volunteer and we are the health care organisation of choice to work/volunteer for
- **Community collaboration:** to build a compassionate community involving, influencing and working in partnership with all stakeholders to enhance palliative and end of life care
- **Care delivery:** to reach out to as many people as possible who need our care
- **Governance:** the Hospice meets its regulatory requirements and manages risk effectively
- **Sustainability:** services are sustainable in the changing external environment

Pendleside Hospice, Recruitment Pack, Admiral Nurse, July 2023

## OUR VALUES:

Our values underpin everything that we do:

- **Care**

We ensure a professional standard of high quality care provision delivered with kindness, dignity and respect

- **Compassion**

We ensure that a compassionate and a non-judgemental approach remains central to the delivery of our services

- **Support**

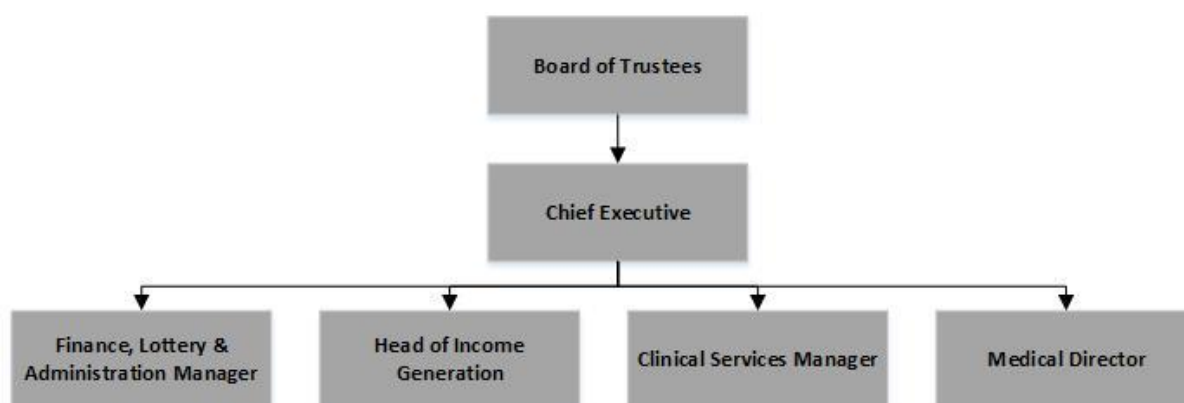
We ensure that people are listened to, their contribution valued and that necessary support is provided according to each individual need.

## OUR PEOPLE:

Pendleside is governed by a Trustee Board that takes overall responsibility for its work and managed by a Senior Management Team.

The Board of Trustees is made up of volunteers with particular skills and expertise in a variety of fields and led by a Chairman.

The Senior Management Team is led by the Chief Executive and has four other members with specific responsibilities including this role.



Pendleside currently has 130 employees across the organisation which equates to approximately 90 whole time equivalent (WTE). In addition, we have several staff work under a practising privileges agreement and the Hospice has a Bank of Registered Nurses and Auxiliary Nurses.

Volunteers are an integral part of the Hospice Team with over 600 active volunteers, each one playing an invaluable role either within the Hospice and/or our local community.

## OUR SERVICES:

Pendleside cares for over 1500 people each year, across a number of services. These include:

- Inpatients
- Hospice at Home
- Health, Wellbeing and Rehabilitation Services
- Outpatients
- Family support
- Spiritual Care
- Rehabilitation
- Complementary therapy
- Psychological support
- Bereavement support

Clinical services are available to adults, 18 years and over. In exceptional circumstances patients between the age of 17 and 18 will be allowed to access Hospice services. This will be assessed on an individual basis and only agreed when access to external children's services is not appropriate.

The Family Support and Bereavement service provide support to children, adolescents and adults.

Services are supported by Pendleside's Catering and Domestic, Maintenance, Finance and Administration, Fundraising and Retail teams.

### Description of Hospice Services

- **Inpatient Unit** – Pendleside Hospice has a 10 bedded inpatient unit for the short term assessment of patients for symptom management, end of life care and rehabilitative for those with palliative care needs. The IPU provides care for patients residing in Burnley, Pendle and Rossendale. The unit is supported by a multi-disciplinary team and holds daily medical handovers, weekly discharge planning and MDT meetings. The unit accepts planned weekday admissions and crisis admissions 7 days per week. In 20/21, the IPU admitted 197 patients of which 80% had a cancer diagnosis. The medical team is currently supported by Consultants in Palliative Medicine employed by East Lancashire Hospitals Trust and the following employed staff in addition to the Medical Director role:
  - Hospice Physician 1.9 WTE
  - Advanced Nurse Practitioner 1.4 WTE
  - On call Hospice Physician (GP working 1 in 10 weekends)

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- GP Trainee (6 month rotation)
- FY1/2 (4 month rotation)
- **Hospice at Home** – The service is one of the largest Hospice at Home services in the NW region, with a caseload of c. 100 patients and approx. 550 referrals per year. The team consists of specially trained Registered and Auxiliary Nurses who provide palliative and end of life care to patients residing in Burnley and Pendle localities. Services include specialist Nursing assessment, emotional support, respite care, night sits and extended service (24hr care for patients in the last days of life who's PPC is home). The H@H service is also the single point of access for the co-ordination of District Nurse fast track applications and co-ordination of Marie Curie and domiciliary care night sits.
- **Health, Wellbeing and Rehabilitation** – The multidisciplinary team provides support to patients with palliative and rehabilitative needs. Services are offered either within the community, as an outpatient or by attending group sessions within the Day Services unit. Groups include Living with Dementia, Breathlessness, Fatigue Management, Exercise sessions, creative therapies, peer support, specialist palliative sessions. Complementary Therapy treatments are also available for patients and their carers.
- **Family Support** – The Family Support team provide pre and post bereavement counselling to adults and Children residing in the Burnley and Pendle localities. Sessions are either individual or through specialist groups.
- **Consultant led Medical Outpatient Clinics** – these are currently delivered twice a week by Palliative Care Consultants employed by East Lancashire Hospitals Trust

## JOB DESCRIPTION

**REPORTS TO:** Quality Improvement Lead

**ACCOUNTABLE TO:** Clinical Services Manager

### Summary of Responsibilities:

The Admiral Nurse will lead, deliver and coordinate relationship-centred dementia care within Pendleside Hospice in order to improve the quality and experience of palliative and end of life care for families affected by dementia<sup>1</sup>

In line with the Admiral Nurse Competency framework at an enhanced specialist level, the post holder will provide:

- Specialist bio-psychosocial assessment and evidence based palliative and end of life care for people with dementia and their families
- Facilitation of education and training for staff in the delivery of evidence-based dementia care
- Clinical leadership with policy development and quality improvements in relation to end of life dementia care
- Consultancy to other health and social care professionals regarding palliative and end of life dementia care

### Main Duties & Responsibilities:

#### Clinical

- Provide clinical leadership on evidence-based approaches to palliative and end of life care, for people with dementia and families with complex needs
- Advise on the care of people with dementia with palliative and end of life care needs and their carers/families
- Provide specialist nursing assessment, using the Admiral Nurse Assessment Framework, for carers/families of people with dementia during palliative or end stages of life care
- Provide a range of bio-psychosocial interventions to promote health and wellbeing for people with dementia with palliative and end of life care needs and their carers/families
- Work collaboratively with other professionals to improve the identification and management of co morbidities and frailty for people with dementia and their carers/families
- Support people with dementia, carers/families and staff to prepare them for end of life issues and needs, impending loss and grief
- Ensure the safeguarding of vulnerable adults and that all legal requirements relating to Mental Capacity Act 2005, Mental Health Act 1983 (amended 2007), and Deprivation of Liberty Safeguards (2009)<sup>2</sup> are considered and adhered to in relation to patient care

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<sup>1</sup> Dementia UK defines this as the person living with dementia and others who may be carers or family members. Admiral Nurses work together with families to provide support, expert guidance & practical solutions.

<sup>2</sup> Soon to be replaced by Liberty Protection Safeguards in 2022



- Act as an advocate for people with dementia and their carers /families to promote their rights, best interests, and decision-making around advanced care planning at palliative and end of life care stages of dementia
- Participate in case conferences and best interest meetings where required
- Work collaboratively with health, social and voluntary sector services to achieve coordinated care
- Ensure that care is delivered in accordance with relevant local and national guidelines and all relevant Pendleside Hospice policies
- Recognise the limits of own competency and professional boundaries and make appropriate and timely referrals to other services where required

### **Education and Leadership**

- Facilitate and support the development and delivery of innovative dementia training and education to Pendleside Hospice staff, to improve competence and confidence, in line with best practice and guidance, focusing on palliative and end of life dementia care
- Participate in and/or lead formal training events promoting best practice in end of life dementia care and disseminating Admiral Nursing work
- Provide professional and clinical leadership and mentorship, acting as a clinical role model on the delivery of evidence-based practice in palliative and end of life dementia care within Pendleside Hospice
- Advise and support on the development and delivery of work streams as part of Pendleside Hospice's Dementia Strategy
- Work proactively with key local and national stakeholders to develop more integrated care pathways and holistic models of care, through dissemination of specialist skills and knowledge
- Lead on the delivery of policy and procedures for Pendleside Hospice to improve the quality and experience of palliative and end of life care for families affected by dementia

### **Evaluation and Audit**

- Support the audit and evaluation of quality improvements and initiatives aimed at improving the delivery of palliative and end of life dementia care within Pendleside Hospice, where appropriate to role
- Collect and review quantitative and qualitative data, as agreed, to evaluate and audit the Admiral Nurse Service and make necessary improvements
- Undertake analysis and evaluation and make any recommendations to the Pendleside Hospice's Dementia Strategy Group or similar
- Ensure information and data recorded is relevant, accurate, complete and captured in a contemporaneous manner

### **Professional**

- Ensure all nursing practice is carried out in accordance with the agreed policies and procedures of Pendleside Hospice and the NMC Code
- 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
- Develop own competence through use of the Admiral Nurse Competency Framework and portfolio development using resources provided by Dementia UK

- Maintain professional registration in line with NMC guidance, including re-validation
- Contribute to and lead the development of policies, procedures and protocols relevant to dementia and Admiral Nursing within Pendleside Hospice, including the Standard Operational Policy
- Ensure compliance with Pendleside Hospice clinical governance requirements
- Participate in clinical supervision/mentoring within Pendleside Hospice where appropriate
- Maintain up-to-date knowledge of evidence-based palliative and end of life care recommendations on supporting people with dementia at the end of their lives and their carers/families
- Maintain positive working relationships with Dementia UK

### **Managerial**

- Ensure the recording and investigation of all accidents, complaints, untoward incidents and losses in accordance with Pendleside Hospice policy
- Participate in recruitment of other healthcare professionals where appropriate
- Lead on Admiral Nurse steering groups with Dementia UK and Pendleside Hospice
- Lead, manage and develop the Admiral Nurse service, continuously seeking improvement opportunities in collaboration with the Admiral Nurse Steering Group

### **Communication Skills**

- Network and foster good relationships with other palliative care providers and key local stakeholders ensuring the promotion of Hospice services and that the Hospice participates appropriately in the development and delivery of coordinated palliative care services across Pennine Lancashire
- Act as a resource of clinical knowledge for Hospice staff and external agencies
- Advocate for patients and other service users
- Communicate effectively and cascade relevant information to staff members

### **Health, Safety and Security**

- Identify risks as they arise and carry out risk assessments, taking immediate remedial action as required and updating risk assessments regularly
- Be aware of the Hospice Risk Register and ensure self and others adhere promptly to the incident reporting policy and complete appropriate forms and action plans
- Encourage others to consider risk-reduction measures when completing incident report
- Recognise risk as covering all aspects of the Hospice including patient welfare and care, facilities and estates and finance
- Be familiar with and support implementation of safeguarding policies, the Mental Capacity Act and Deprivation of Liberty Safeguards

## **Governance**

- Ensure the effective utilisation of the Hospice's electronic patient record system, promoting the use of information technology for recording patient information, communication and information sharing; implementing procedural change as necessary
- Ensure that Hospice policies, procedures and standards are adhered to at all times with particular regard to those concerning confidentiality, information governance, health and safety, prevention and control infection and medicines management
- Ensure compliance with the requirements of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Ensure effective outcome monitoring of service delivery

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.

## JOB SPECIFICATION

Attributes	Essential	Desirable
<b>Qualification and Training</b>	<ul style="list-style-type: none"> <li>Registered Nurse (RN/RNMH/RNLD)</li> <li>Post graduate qualification in relevant field (or willing to complete)</li> <li>Evidence of continued professional development/training in relevant areas, including dementia and leadership</li> <li>Commitment to continued professional and practice development through Dementia UK's Admiral Nurse Academy</li> <li>Completion of Dementia UK's Pre Admiral Nurse e-learning course prior to starting in post</li> <li>Willingness to complete Palliative Care Qualification</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification in dementia/leadership</li> </ul>
<b>Experience</b>	<p>Significant post registration clinical experience of supporting people with dementia and their carers/families</p> <p>Experience of:</p> <ul style="list-style-type: none"> <li>completing holistic nursing assessments</li> <li>providing bio-psychosocial interventions</li> <li>facilitating and delivering training/development of staff</li> <li>working as an autonomous practitioner</li> <li>managing care transitions</li> <li>professional supervision of staff, including staff development, critical companionship, and role modelling</li> <li>audit/evaluation of clinical practice</li> <li>collaborative/multi-agency working</li> </ul>	<ul style="list-style-type: none"> <li>Experience in service specific setting</li> <li>Experience of leading/managing a service</li> <li>Experience of supporting practice development/quality improvement and service evaluation</li> </ul>
<b>Skills and Knowledge</b>	<p>Ability to demonstrate the 6 Admiral Nurse competencies:</p> <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> <p>Skills to enable clinical leadership, including:</p>	

	<ul style="list-style-type: none"> <li>• strong communication skills</li> <li>• good facilitation/presentation skills</li> <li>• ability to influence change</li> <li>• ability to act as a decision maker and advocate</li> <li>• expert clinical practice</li> <li>• the ability to use appropriate information technology, including MS office software to enable efficient service delivery</li> </ul> <p>Knowledge to enable clinical leadership, including an understanding of:</p> <ul style="list-style-type: none"> <li>• relevant policies/national strategy in relation to dementia care</li> <li>• Admiral Nursing and its application</li> <li>• evidence based practice in dementia care and practical application within the relevant setting</li> </ul>	
<b>Values and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to build constructive relationships with warmth and empathy</li> <li>• Ability to treat families affected by dementia with respect and dignity</li> <li>• Working together for people with dementia/ carers</li> <li>• Demonstrates compassion and a caring nature</li> <li>• Demonstrates a commitment to quality of care</li> <li>• Demonstrates integrity and respect</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Good health and attendance record</li> <li>• Flexible to work outside of normal hours in line with the needs of the organisation</li> <li>• Car Driver with access to own vehicle and business insurance</li> </ul>	

## MAIN BENEFITS TERMS AND CONDITIONS

**Annual leave:** the annual leave entitlement for a 37.5 hour a week post is 262.5 hours (27 days plus 8 public holidays)

**DBS:** appointment is subject to an enhanced disclosure and barring check

**Childcare voucher scheme:** Pendleside Hospice offers a childcare voucher scheme

**Healthcare Scheme:** all staff are eligible to access the Benenden Healthcare Scheme [www.benenden.co.uk](http://www.benenden.co.uk)

**Vaccination:** COVID-19 Vaccination is a mandatory requirement of this post

**Meals and drinks:** all employees and volunteers at Pendleside Hospice can access subsidised meals if working over a meal time and drinks

**Notice period:** 3 months

**Parking:** all employees and volunteers can park for free at Pendleside Hospice

**Pension:** Pendleside Hospice has a stakeholder pension scheme, the Hospice will match contribute up to 5% of an employee's salary into the pension scheme.

### **Employees joining Pendleside Hospice from the NHS may continue with their NHS pension**

**Sick pay:** if the employee is unable to attend work because of sickness or some other health-related incapacity, the Hospice will pay full salary net of any statutory sick pay entitlement, subject to the following conditions:

During probationary period (first 3-6 months)	No Hospice sick pay, but will receive Statutory Sick Pay (if appropriate)
From completion of probation up to 12 months service	Two months sick pay at half-pay
From 12 months service	A maximum of 13 weeks full sick pay followed by 13 weeks at half-pay

## HOW TO APPLY

If you are interested in this position, please complete and submit the on line application form either via the NHS Jobs website <https://www.jobs.nhs.uk/> or on Pendleside Hospice website [www.pendleside.org.uk/jobs](http://www.pendleside.org.uk/jobs), referring to the job description and person specification.

Pendleside Hospice, Recruitment Pack, Admiral Nurse, July 2023