

Job Description

1. JOB DETAILS

Job Title:	Tobacco Treatment Advisor
Grade:	Band 3
Responsible to:	Healthy Hospital and Community Programme Manager
Reports to:	Health Improvement Manager: Reducing Harm From Tobacco (QUIT)
Location:	Doncaster, Tickhill Road Site

2. JOB PURPOSE

This job description is an outline of the main duties of the post. The post holder will be required to undertake other duties commensurate with the grade as directed.

As part of the South Yorkshire and Bassetlaw QUIT Programme we are increasing the support we offer to people who are admitted to, or attend our Hospitals and community based services, to help them to stop smoking or to reduce harm from tobacco and be smoke free during an inpatient admission (temporary abstinence). The programme will also provide more support to staff who wish to quit and help us to have smoke free hospitals and grounds.

The QUIT programme recognises smoking as an addiction (tobacco dependency) and that it is a chronic, relapsing clinical condition that prematurely kills at least half of people who smoke. Smoking is seen as a medical condition that can be treated, rather than as a lifestyle choice.

This post will contribute to tackling inequalities in health through promoting and supporting people with severe mental health problems or learning disabilities to stop smoking. The post holder will provide tobacco treatment advice and support to individuals and groups of people, who want to stop smoking, reduce their harm from tobacco or for temporary abstinence when in hospital. This will be for both patients, staff and in some instances parents/carer of people who have been admitted.

The post is funded by Yorkshire Cancer Research, to help deliver the QUIT programme as part of the charity's goal to save lives in Yorkshire. Visit yorkshirecancerresearch.org.uk to find out more about the charity.

Previous experience in smoking cessation is desirable but not essential as all training will be provided. Please state in the application your preferred location (Doncaster or Rotherham).

Specifically, the post holder will:

- Promote the general health and wellbeing of people who use the service through offering healthy lifestyle advice and support.

- Work with people to change their behavior to improve their health to include patients and staff.
- Act as a smoke free champion promoting the smoke free message through their day-to-day work.
- Provide advice and support to ward staff, including reinforcing the training provided to inpatient teams by the Healthy Hospital Programme Manager and Tobacco Harm Reduction Manager to reduce harm from tobacco and the promotion of smoke free settings.
- Ensure robust discharge planning for the patient's ongoing tobacco dependency treatment for patients wishing to quit or who have an ongoing harm reduction programme.

3. PROGRAMME OBJECTIVES

The QUIT Programme is the first element of a broader Healthy Hospital Programme, which will also increase the Trust's focus on other aspects of prevention, such as promoting physical activity and active transport, alcohol, healthy diets, healthy NHS premises, air pollution.

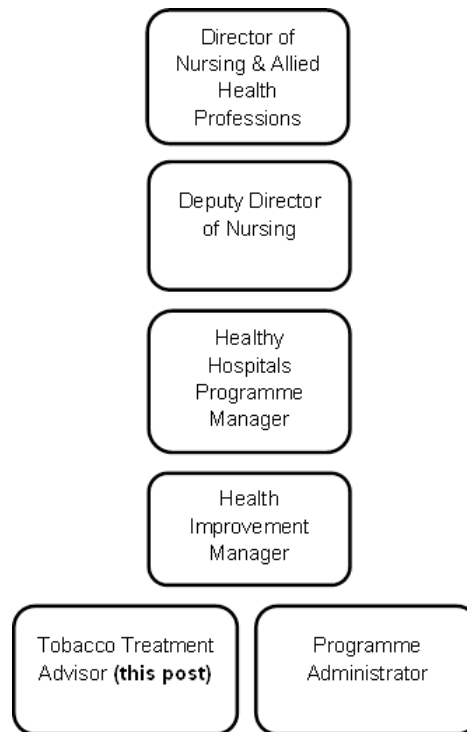
The QUIT Programme supports patients with severe mental health conditions and/or learning disabilities and staff to stop smoking or to reduce the amount they smoke.

The Programme is also responsible for

- Developing smoke free sites within the Trust, promoting the smoke free message across the grounds.
- Providing training to staff on tobacco harm reduction / smoking cessation training



4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

Clinical duties

- Deliver tobacco harm reduction (smoking cessation) assessments, advice and support sessions, including advice on stop smoking medications and e-cigarettes, working within recommended protocols and guidelines. This will involve face to face sessions in a variety of inpatient settings and venues across the Trust and in community settings including the service user's home, working closely with the Community Stop Smoking Service and community pharmacists.
- Develop individually tailored support plans including recommending treatments based on assessed needs.
- Provide information to people about stopping smoking, minimizing harm from tobacco and health-related issues in line with best guidance and protocols.
- Provide general health and lifestyle advice and support to people using the service e.g. healthy eating, physical activity, stress management.

- This will include individual and group based interventions, signposting and referring to other health, community and voluntary services.
- Responsible for the delivery of tobacco harm reduction / stop smoking support to patients with severe mental health conditions and / or learning disabilities who are inpatients in both acute and longer-term settings, under the care of crisis teams, community home treatment and rehabilitation teams, community mental health and other community teams
- Provide advice and support to ward staff
- Support patients, who wish to, to switch to an e-cigarette whilst in mental health inpatient settings, in line with the NHS Long term Plan.
- Ensure robust discharge planning for the patient's ongoing specialist tobacco dependency treatment / stop smoking support for patients wishing to quit or who have an ongoing harm reduction programme.
- To be involved in practice awareness raising sessions in the Trust and to reinforce the training provided to staff by the Healthy Hospital Programme Manager and Tobacco harm Reduction Manager to reduce harm from tobacco and the promotion of smoke free settings.
- Help to facilitate smoke free environments.

Monitoring and administrative tasks

- To contribute to the monitoring and evaluation of the service, including the completion of the minimum data set requirement. This will include following up quitters who do not attend for planned support.
- Maintain accurate patient and staff records in line with Trust guidelines.
- Respond effectively to referrals within stated timescales.
- Work closely with the Community Stop Smoking Service ensuring a smooth hand over of patient care.
- Ensure administrative duties are carried out efficiently and effectively in order to meet the needs of the service.

Service improvement

- To be involved in monitoring and evaluation of patient feedback, offering recommendations as part of the team to improve services.
- To be involved in the marketing and promotion of the service alongside other colleagues.

- Act as a smoke free champion, discussing smoking with smokers on site and offering appropriate advice.
- Undertake specific project and/or development activities under the supervision of the Tobacco Harm Reduction Manager and Healthy Hospital Programme Manager.

General duties and responsibilities

- Alert line manager to any issues in work (including concerns about individuals or work in the community) and maintain confidentiality.
- At all times treat patients, visitors and colleagues with dignity and respect, exercising discretion and maintaining confidentiality.
- Ensure that no action or omission on your part is detrimental to the condition, safety, well-being, and interest of the patients.
- Work in a collaborative and co-operative manner with other members of the care team and observe operational policy and procedure requirements.
- Promote a safe working environment at all times, reporting untoward incidents in line with Trust Policy.
- Take every reasonable opportunity to maintain and update knowledge, competence and skill.

Financial Management

- Use Trust resources efficiently and suggest efficiency savings to more senior staff when appropriate.

Human Resource Management

- None

Asset Management Responsibilities (i.e. stock, equipment, buildings)

- Ensure CO monitors are in working condition reporting any issues with them as required.
- Monitor supplies of CO monitoring disposables and health promotion supplies.

9. WORKING RELATIONSHIPS

a) Communicate with:

Healthy Hospital Programme Manager
Health Improvement Manager
Tobacco Treatment Advisors
Community Stop Smoking Service Staff
Community Pharmacists
Occupational Health staff
Nursing staff
Medical staff
Allied Health Professionals and Psychologists
Ward Clerks and Admin Support Officers

b) Provide advice to:

Patients and their families
Staff

10. HEALTH AND SAFETY

The post holder is required to take reasonable care for his/her own health and safety and that of other persons who may be affected by his/her acts or omissions. The post holder is also required to co-operate with Supervisory and Managerial staff to ensure that all relevant statutory regulations, Policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes.

11. PREVENTION AND CONTROL OF INFECTIONS

The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies

Person Specification

Tobacco Treatment Advisors			
	Essential	Desirable	Measured By
Education and Qualifications	<p>Educated to GCSE (or equivalent) grade C or above in English and Maths.</p> <p>NVQ level 3 in Health care (or equivalent).</p> <p>Smoking Cessation Training Level 2 or willing to undertake within 3 months of starting in post.</p>	Specific training in health promotion interventions.	A/I
Experience	<p>Experience of working in the NHS in the community or hospital setting.</p> <p>Experience of providing healthcare, healthcare advice or health promotion advice to patients or members of the public.</p>	<p>Experience of providing help, support and/or counselling on a one to one or group basis.</p> <p>Experience of working with people with severe mental health conditions and / or learning disabilities.</p> <p>Knowledge and experience of working with secondary care and primary care-based health professionals</p> <p>Knowledge or behaviour change models and experience of using motivational interviewing techniques</p>	A/I
Skills and Knowledge	<p>Computer literate, experience of using Microsoft Office software.</p> <p>Knowledge of evidence based smoking cessation initiatives.</p> <p>Ability to work and communicate in group settings.</p>	<p>Experience of using clinical systems.</p> <p>Understanding of audit and evaluation.</p> <p>Knowledge of principles of health promotion and issues of health inequality.</p>	A/I

Tobacco Treatment Advisors			
	Essential	Desirable	Measured By
	<p>Good knowledge and understanding of evidence based practice in smoking cessation, the consequences of smoking and the benefits of quitting.</p> <p>Ability to build and maintain good working relationships with professionals / individuals from different professional backgrounds.</p> <p>Excellent communication (written and verbal) and listening skills.</p> <p>Good organisational skills</p> <p>Understand and maintain confidentiality issues.</p>	<p>Ability, and experience of writing reports or clinical notes.</p> <p>De-escalation skills and awareness.</p>	
Personal Qualities	<p>Well-developed interpersonal skills.</p> <p>Enthusiasm and ability to motivate self and others.</p> <p>Commitment to the promotion of equality of opportunity.</p> <p>Willingness to work across inpatient and community settings as required.</p>		A/I
Other Factors	<p>Fully supportive of Trust's smoke free policy acting as a smoke free champion.</p> <p>Current non-smoker – due to nature of post</p> <p>Access to transport and the ability to travel within the required geographical area</p>	<p>Ability to work flexible hours when team / service requires including evenings and weekends</p>	A/I