

## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	Smoking Cessation Practitioner
<b>Pay Band:</b>	5
<b>Directorate:</b>	Public Health
<b>Department:</b>	Public Health/Respiratory Services

### **ORGANISATIONAL ARRANGEMENTS**

**Managerial Accountable to:** Director of Public Health/Clinical Lead for Smoking Cessation

**Reports to:** Senior Smoking Cessation Practitioner

**Professionally Responsible to:** Public Health/Respiratory Nurse Specialist

**Responsible For:**

### **JOB SUMMARY / PURPOSE**

To work collaboratively with patients and Health Board staff to deliver a specialist smoking cessation service based within secondary care. The post holder will be required to deliver a high quality, individually tailored, intensive, empathetic counselling and advisory support to inpatients and their partners; outpatients and partners; pregnant women who smoke, and staff.

The post holder will be required to work in partnership with local primary care leads to ensure patients waiting for elective surgery and those with certain chronic conditions are referred for smoking cessation support.

The post holder will also be responsible for prescribing nicotine replacement therapy for inpatients via drug charts and outpatients via prescription.

The post holder will be required to undertake the following National Centre for Smoking Cessation Training:

- Smoking Cessation Practitioner Training
- Mental Health and Smoking Cessation
- Pregnancy and Smoking Cessation

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Service Management**

To accept patient referrals from all health and social care professionals, the voluntary sector as well as all patient and staff self referrals.

To be responsible for managing a defined caseload, assessing, planning, initiating and monitoring an individual's package of support utilising expert knowledge and skills.

Support and undertake the local planning, implementation and evaluation of the hospital smoking cessation service.

Responsible for ensuring care in the clinical area is consistent with local and national policies and protocols, and leads on the use of evidence based guidance to improve clinical practice.

Acts as a source of expert advice to all health professionals (from junior staff to lead consultants) within the University Health Board and to GP's and other primary care practice staff.

Work in partnership with Hywel Dda Public Health Team to support health promotion and health education around smoking cessation

Using own initiative and judgement, have the ability to prioritise competing demands, work effectively to specific timescales and demonstrate good organisational skills, in order to plan, co-ordinate and facilitate and evaluate smoking cessation support programmes within Hywel Dda University Health Board.

Proven ability to work independently and in a high-pressure environment.

Deliver/facilitate a range of specialist knowledge based training courses for a wide range of health professionals (e.g. GP's, practice nurses, midwives, mental health professionals and consultants).

Maintain patient and staff confidentiality at all times.

### **Clinical Skills**

To provide one to one and partner support for patients and staff wishing to stop smoking or required to stop smoking due to a medical condition or awaiting elective surgery.

To provide one to one and partner support to pregnant women who smoke.

Use highly developed negotiation and motivational skills to facilitate change in patient's behaviour.

To provide ongoing advice and support to guide patients and staff through the physiological and psychological aspects of the quit process.

Describe the treatment programme to the patient and staff members (care team), including an explanation of contra-indications and cautions associated with medication, likely withdrawal symptoms and coping strategies.

Use professional judgement in the provision of nicotine replacement therapy to individual patients and staff.

Work in partnership with Hywel Dda Public Health team to develop protocols to ensure patients and staff are followed up at 4 weeks and 52 weeks after quitting using a carbon monoxide (CO) monitor to validate.

Ensure monthly performance data is recorded to support achievement against the University Health Boards tier 1 target.

### **Personal and People Development and People Management**

To be responsible for maintaining skills, knowledge levels and competencies required of a smoking cessation practitioner as defined by the job profile.

To be responsible for agreeing personal development objectives in accordance with the University Health Board's guidelines.

To comply with all mandatory and statutory training requirements.

To maintain close links with the Local Public Health team.

To attend relevant courses, conferences, study days, interest group meetings to keep professionally up to date and meet developmental objectives, feeding back any relevant information into appropriate areas.

To contribute to the development of policies/protocols within the service.

To contribute to the development, implementation and monitoring of smoking cessation initiatives to help people access the Hywel Dda University Health Board hospital cessation service.

To provide support and advice to multidisciplinary teams involved with patients who smoke.

### **Training and Education**

Supports the implementation and evaluation of educational programmes for student nurses, medical students, GP's, practice nurses, midwives, specialist registrars and allied health professionals.

Support training days, produce training material and evaluate.

Offer ongoing support for primary and secondary care health professionals. That is adapted to individual needs and will entail running and organising training, ward or directorate presentations and on a one to one basis at the request of individuals, which include a clinical observation of a patient in a clinical session.

Ensure the mandatory and statutory training needs are met.

### **Research Skills**

To develop and maintain an up-to-date knowledge of the evidence base and best practice.

Identifies opportunities to develop and improve services for individual patients and client groups, using clinical audit and research to ensure that practice is evidence based and ensuring patient, public and staff involvement in development and evaluation.

Compile data on standardised forms to support reporting against the Welsh Government smoking cessation targets.

Support service audits.

Support research e.g. clinical trials, in particular when new smoking cessation pharmacological aides become available.

### **Non-clinical Skills**

To prioritise and manage agreed work plans in order to meet set timescales and objectives as agreed by the Senior Smoking Cessation Practitioner.

To be proficient in the use of IT with a good knowledge of Microsoft office packages.

To collate and provide reports and information.

To ensure all information is fed back to the Senior Smoking Cessation Practitioner for auditing and monitoring purposes

To be able to respond appropriately to unplanned situations (e.g. patient taken ill whilst in the department)

Control of physically aggressive patients/relatives.

To be aware of confidentiality and security issues when dealing with client information.

Become efficient in the use of a carbon monoxide breathalyser, as well as calibration.

Attend appointments at other Hywel Dda University Health Board sites.

### **Communication**

High level of interpersonal skills including well-developed abilities in client centred counselling, non-judgemental confidential communication, negotiation, persuasion, motivational, empathetic, and able to provide advice to any in-patient, out-patient or staff members requiring help to stop smoking.

Liaise with other departments and teams to promote patient wellbeing

Promote good relationships with patients, public and staff in verbal and written communication.

Ensure accurate record keeping and the maintenance of patient confidentiality.

Minimise potential conflict and complaint, resolving disputes empathetically.

Ability to communicate contentious information in emotive atmospheres.

Excellent written and verbal communication skills.

Network locally with Primary, Secondary and Tertiary services and specialist professional groups.

Meet emotional demands of caring for ill and dying families and their families/carers.

Communication in difficult situations e.g. discussing the benefits in stopping smoking for those patients with a terminal conditions, managing the relatives and staff expectations in such situations.

Attend and contribute to team meetings.

### **Finance and Resources**

Identify own responsibility for effective use of time and resources.

Be able to exercise good personal time management, punctuality and consistent reliable attendance in accordance with University health Board policies,

Understands the need to manage time and working to deadlines. Identifies areas of inefficiencies and provide service leaders with solutions to increase efficiency.

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

Work within agreed University Health Board policies, procedures and guidelines.

Ensure health and safety standards are maintained, identify possible hazards and inform the line manager if outside own authority

Ensure all relevant work areas are well maintained and conducive to effective working

Attend mandatory training e.g. Fire Safety, Manual handling etc.

### **Quality**

The post holder should act in compliance and maintain a good understanding of policies, procedures and guidelines across the University Health Boards area of responsibility.

Support others effectively during times of change and work with others to overcome problems and tensions as they arise.

Ensure that own workload is managed effectively and autonomously and can be delivered in a timely manner.

Ensure the maintenance of efficient manual and computerised filing systems within the department and ensure compliance with University Health Board policies, procedures and guidelines.

Encourage efficient use of service resources.

Use own initiative to resolve issues and seek assistance if necessary.

### **Equality and Diversity**

Ensure that equality and diversity issues are recognised, addressed in accordance with legislation, policies and procedures

Understands and acts in a way that indicates own responsibility to treat others fairly, equally and with respect.

### **Effort and Environmental**

Required to use a computer and office equipment on a regular basis.

Sitting and standing in a restricted position and there may be a requirement to exert light physical effort for short periods of time (e.g. moving resources or equipment)

Required to concentrate for frequent periods of time where the work pattern is predictable, with the ability to deal with unforeseen interruption.

### **General**

Other tasks and duties may be determined by appropriate by the Senior Smoking Cessation Practitioner.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<p>Recognised qualification in Nursing, Health, Education, Psychology, Addition or related areas relevant to the subject e.g. RGN, Diploma in Counselling, CQSW ,</p> <p><b>OR</b></p> <p>Accredited smoking cessation qualification at degree level and experience in delivering smoking cessation services.</p>	<p>Counselling qualification e.g. Certificate in Counselling, WNB Counselling Skills</p> <p>National Centre for Smoking Cessation Training (NCDCT) Advisor training</p>	Application form/Certificates/Registration Check
<b>Experience</b>	<p>Knowledge of medical terminology.</p> <p>Experience of communicating with all levels of professional staff and the public.</p> <p>Experience dealing with confidential, sensitive data, appropriate maintenance and storage of records.</p> <p>Experience of providing client/patient centred services in a health or social care setting</p> <p>Experience of health education, one-to-one counselling on health issues.</p> <p>Experience of working in partnership with other agencies.</p>	<p>NHS Experience</p> <p>Experience in working with smoking and other addictive behaviours.</p> <p>Experience of health education, one-to-one counselling on health issues</p>	Application form, interview and references
<b>Aptitude and Abilities</b>	Excellent organisational skills to prioritise work;	Ability to analyse, research and interpret	Application form, interview and

	<p>meet deadlines and work under pressure.</p> <p>Excellent verbal and written communication skills</p> <p>Ability to work independently and as part of a team.</p> <p>Self motivated and able to work without supervision.</p> <p>Problem solving and fact finding</p> <p>Familiar and competent with Microsoft Office packages especially Word, Excel and PowerPoint.</p> <p>Presentation experience using Microsoft PowerPoint.</p>	data.	references
<b>Knowledge</b>	<p>Understanding of the principles and practice of client confidentiality.</p> <p>Health related behaviour and behaviour change strategies</p> <p>Knowledge of existing smoking cessation services</p>	<p>Smoking cessation approaches</p> <p>Ability to speak Welsh</p> <p>Knowledge of pharmacotherapy issues relating to smoking cessation</p>	Application form, interview and references
<b>Other</b>	<p>Ability to travel between sites in a timely manner</p> <p>Willingness to support promotional activity and campaigns</p> <p>Flexible and innovative</p> <p>Ability to work independently and work as part of a team</p>	Ability to transport small equipment and resources	Application form, interview and references

## **GENERIC STATEMENTS**

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda University Health Board (HDdUHB) Personal Development Review process and work towards meeting identified development needs.

The post holder is required to demonstrate on-going continuous professional development.

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **TEAM BRIEF**

The post holder is required to actively participate in HDdUHB Team Briefing in order to aid communication within the Health Board.

Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by HDdUHB. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The post holder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The post holder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The post holder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

HDdUHB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. Staff are requested to report any form of harassment and bullying to their line manager or to any Director of the HDdUHB.

### **RECORDS MANAGEMENT**

The post holder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The post holder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and

responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of HDdUHB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

### **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HDdUHB Disciplinary Policy.

### **EQUAL OPPORTUNITIES**

It is the aim of the HDdUHB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Health Board has an Equal Opportunities Policy and it is for each employee to contribute to its success.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of HDdUHB.

### **ENVIRONMENTAL**

The Hywel Dda University Health Board is committed to its environmental responsibilities. The Board recognises that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimise the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimise their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

### **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

### **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the University Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.

- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

### **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis".

IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections.

This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

### **GENERAL**

The post holder needs to ensure they are familiar with their terms and conditions of service.