

JOB DESCRIPTION

Post Title: Stop Smoking Service Advisor		Director/Service/Sector: Public Health		Office Use
Band: 6		Workplace:		JE ref: 3987
Responsible to:		Date: June 2021	Job Family:	
Job Purpose: To work with stop smoking specialists to deliver stop smoking support throughout the service area according to national and local standards and to assist in the delivery of training. To act as a workplace stop smoking advisor; planning and delivering stop smoking services in a range of workplace settings agreed with Stop Smoking Service Manager and Stop Smoking Service Specialist				
Resources	Staff	Responsible for Stop Smoking Service Support Advisor and Stop Smoking Service Support Officer. This includes line management, supervision and clinical supervision and training of staff.		
	Finance			
	Physical	<ul style="list-style-type: none">• Uses Carbon Monoxide monitor.• Personal duty of care in relation to equipment and resources.• Responsible for equipment used, orders supplies; signs timesheets• Supports systems for maintenance and loan of CO monitors to appropriate personnel.		
	Clients	Travel is required within the designated service location, including occasional regional travel. Works with a range of professionals e.g. pharmacists, GPs and consultants as well as service users		
Duties and key result areas:				
Dimensions <ul style="list-style-type: none">• To develop and sustain stop smoking support and referrals into the service.• To contribute to the planning of the service; including providing a variety of clinic times and locations which will suit target groups with particular focus on routine and manual workers.• Working in a variety of settings – GP surgeries, pharmacies, hospitals, community settings, workplaces or patients' homes.• Some out of hours work is required with evening or Saturday groups and clinics and training as necessary.• Reporting on progress and results to the Stop Smoking Specialists and the Service Manager.				
Communications and relationships <ul style="list-style-type: none">• Provide and receive complex, sensitive information; there may be barriers to understanding.• Communicates sensitive, confidential information concerning patients / clients requiring empathy, persuasion and reassurance. Some may have special needs• Post holder is expected to communicate effectively with a range of professionals e.g. pharmacists, GPs and consultants as well as service users.• The post holder is required to communicate using a range of methods e.g. presentations, written reports and training sessions etc.• The post holder is expected to be able to deliver clinical information relevant to service users.• To foster good working relationships with stop smoking service team and staff within partner agencies enabling the service to build.				

- To be able to explain medical concepts to patients and discuss complex and sensitive issues with individuals e.g. drug interactions with alcohol, quitting smoking whilst using cannabis, helping patients with smoking-related disease. Discussing implications of patient's choices and medication to be adopted.

Analytical

- Makes judgments on problems requiring investigation, analysis, e.g. assessment of needs of patients and appropriateness of medication or treatment plan.
- To carry out and interpret specific tests, such as carbon monoxide readings for individual clients.
- To assess suitability for smoking cessation medication at initial assessment and throughout the treatment period.
- To recommend medications to prescribers. Where appropriate to operate under the appropriate scheme for provision of NRT.

Planning and Organisational

- Plan and organise activities, such as clinics or training schedule
- Plans provision of stop smoking services in line with service requirements and client need.
- To plan and deliver interventions for identified target groups.
- To contribute to the long-term development of the service in specific settings and designated sector, as part of the overall Stop Smoking Service strategic plans.

Patient/Client Care

- Develop programmes of care for clients of the stop smoking service.
- Assesses, plans, implements and evaluates care of patients/clients; gives specialist advice to clients/carers in relation to stop smoking treatment plan.
- To deliver stop smoking support and treatment programmes in the community. This includes being responsible for the patient's stop smoking programme and associated medication. This is undertaken without direct supervision.
- To work unsupervised with clients on a one to one or group basis to assess and agree an appropriate treatment, medication and support plan to meet their individual requirements.
- Assessment and subsequent support may take place in a range of venues including the smokers' own home.
- To assess suitability for smoking cessation medication at initial assessment and throughout the treatment period. This requires thorough analysis and diagnosis of dependence to nicotine and assessment of support and medication appropriate and required. Other medications and conditions must be taken into account, checked for contraindications and cautions, and treatment and support offered accordingly.
- To interpret and communicate smoking related issues in relation to an individual patient's care package in a holistic way e.g. working closely with maternity or hospital services. To communicate this effectively both to the patient and to the staff groups involved in relevant context.
- To monitor and evaluate stop smoking programmes to measure progress and ensure effectiveness of the intervention. To report to the relevant stop smoking specialist or service manager on interventions and outcomes on a regular basis.
- To recommend medication to prescribers and to accept referrals from other health care professionals. This forms part of the patients' overall care package, which requires communication with GPs and consultants, nurses, midwives and pharmacists.
- To ensure that the service adopts a Making Every Contact Count (MECC) approach in contacts with clients.

Policy and Service Development

- Follows policies and makes comments on proposals for change
- To work with a variety of agencies to develop the stop smoking service for targeted groups, contributing to the public health strategic plan.
- To deliver the specialist stop smoking service in a variety of relevant settings such as primary and secondary care, community settings and specialist services.
- To contribute to the development, implementation and delivery of the stop smoking service training programme in a variety of settings.
- To support stop smoking specialists in the delivery of clinics and groups in identified settings and locations.
- To assist stop smoking specialists with the delivery of training and presentations to a range of professionals.

- To contribute to the monitoring, evaluation and audit of the specialist stop smoking service and produce reports for local dissemination and national evaluation purposes. The monitoring of the Stop Smoking Service is of paramount importance. The post holder is expected to ensure their own practice meets the requirements, as well as considering and recommending improvements to the whole team.

Human Resources

- Demonstrates duties to new starters or students.
- Supervises work of others; clinical supervision of some staff, students; provides training to others.
- Provides line management and supervision for certain staff within the service.
- To ensure regular clinical updates and competencies are adhered to
- To assist in recruitment and selection of staff and in the use and implementation of Human Resources policies.
- To contribute to the implementation of the nursing strategy and raise the profile of work within the service locally, regionally and nationally
- Facilitate and participate in induction, mentoring and training of health professionals and students.
- To act as mentor and facilitate continued professional development of staff including professional revalidation.
- To support and cover for other members of the specialist stop smoking service team and fulfil their roles when necessary, appropriate and realistic, to ensure service provision e.g. at times of sickness or extended leave of absence.

Information Resources

- To support the development and dissemination of publicity and support materials for the service, in collaboration with the communications team.
- To ensure patient records are up-to-date and comply with Caldicott and IG requirements.
- To comply with the data entry and monitoring requirements of the service.

Research and Development

- Undertake surveys or audits, as necessary to own work and stop smoking service
- To support research activity within Northumbria Healthcare NHS Trust

Freedom to Act

- Works within codes of practice and professional guidelines for area or team; manages own caseload.
- Post holder is required to work autonomously delivering stop smoking support in a range of settings throughout service area and to be competent in the use of appropriate medications.
- To work with a high level of autonomy.
- Post holder is expected to assist in the development of the stop smoking service with regard to a specific locality and target groups.
- Accountable for own professional actions, manages certain team members and interprets policy

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Mainly indoors. Occasional exposure to working outdoors.

Northumberland County Council
PERSON SPECIFICATION

Post Title:		Director/Service/Sector:		Ref:	
Essential		Desirable			Assess by
Qualifications and Knowledge					
<ul style="list-style-type: none">Professional, clinical knowledge acquired through training to degree/diploma levelRGN qualifiedNMC registered.Mentorship Qualification or relevant equivalent qualification (essential requirement for post, expectation this will be completed within an 18-month period).Knowledge of smoking cessation and or tobacco control issues underpinned by theory.Knowledge of public health.Understanding of evidence-based practice.		<ul style="list-style-type: none">Teaching/training qualification e.g. ENB 998 or C& G 730.Counselling qualificationQualification in health promotion/public health			
Experience					
<ul style="list-style-type: none">Previous post-registration experience.Experience of running clinics/groups		<ul style="list-style-type: none">Experience in health promotion/public health workPrevious experience as an intermediate/sessional stop smoking advisor.Knowledge of smoking cessation provision within the wider community.Teaching / training experience			
Skills and competencies					
<ul style="list-style-type: none">Evaluation skillsClinical auditAbility to support and speak with patients in an appropriate manner.Must be able to demonstrate the English language proficiency level required for this post.Persuasive, motivational, negotiating and training skills are requiredComputer literacy and keyboard skills.Self-motivationGood communication skills, verbal and writtenGood interpersonal skills.Ability to work on own initiative and as part of a teamA commitment to smoking cessation and public health.Ability to work flexibly with professionals of different backgrounds.		<ul style="list-style-type: none">Motivational interviewing skills.Counselling skillsSmoking cessation techniques			

Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • Frequent changes to activity and location. • Driving to locations across the region. • Carry equipment such as carbon monoxide monitors, mouthpieces and literature, Power Point projector and lap-top to clinics, training sessions and meetings. • Frequent concentration; work pattern predictable. • Interruptions to deal with telephone calls or interruptions from team member • The post holder will assist patients on the telephone and in clinic sessions. This may involve explaining medical concepts to patients and discussing complex and sensitive issues with individuals e.g. drug interactions with alcohol, quitting smoking whilst using cannabis, helping pregnant smokers. This requires additional sensitivity in a group setting. • Travel to a range of locations including community locations in the including occasional evening and weekends work depending on service requirements. 		
Other		
<p>It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust/NCC personal lease vehicle which may be used for the role. However, NCC would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits