



## Job Description

<b>Job Title:</b>	Tobacco Dependency Advisor
<b>Band:</b>	Band 3 (TBC)
<b>Hours:</b>	Full Time- 37.5 Hours (Fixed term)
<b>Base:</b>	Luton and Dunstable Hospital
<b>Reporting to:</b>	Tobacco Dependency Treatment Lead
<b>Terms and Conditions of Service:</b>	Currently those of Agenda For Change and other local agreements

## OUR VALUES



## JOB SUMMARY

- To work with the onsite tobacco Dependence Treatment Team and hospital staff and staff to provide behavioural support and treatment to patients in relation to tobacco smoking. This role will include supporting the day-to-day running of the onsite tobacco treatment service to ensure safe, well organized and evidenced based care is offered routinely to all identified smokers.



## KEY RESPONSIBILITIES

### Communications and Relationships

- Deliver factual information with patients using reassurance, tact, and empathy. The post holder may have to overcome barriers to understanding, e.g. patient/client has physical impairment, mental health condition or learning disabilities.
- Foster good working relationships with tobacco dependency service team and staff within other teams and partner agencies to strengthen service delivery
- Communicate effectively with patients including by telephone, including agreement of most appropriate tobacco dependency support programme to meet their requirements.
- Communicate effectively with a range of staff across disciplines, grades and organisations.
- Communicate potentially sensitive information to service users and other health professionals.
- Communicate effectively using written and oral skills and produce accurate written records of activities and work undertaken.
- Communicate with patients, patients, relatives and staff whose first language may not be English.
- Establish and maintain effective relationships with patients, relatives and colleagues.

### Analytical Skills

- Ability to make judgements involving facts or situations, some requiring analysis
- Assess patient or client condition through basic observations such as carbon monoxide measurement or blood pressure measurement and report as appropriate.
- To be able to collect service user data (e.g. using Fagerstrom and any relevant tool) to enable assessment of a suitable individually tailored health plan.
- Support effective evaluation systems within the service.
- Where appropriate, operate under the appropriate scheme for provision of pharmacotherapy such as Nicotine Replacement Therapy (NRT), Zyban, Cytisine and Vapes.
- Able to assess own ability and able to judge when to involve senior staff
- Able to assess when a patient may cause harm to themselves or other patients
- Prioritise which duties to respond to first.

### Planning & Organisational Skills

- Plan and organise activities, such as clinics and events across the trust.
- Prioritise the delivery of care to patients under the instruction of qualified staff.
- Ensure that patients are followed up within the guidelines to support a quit attempt
- Assist with the provision of appropriate pharmacotherapy



- Plan and deliver interventions for identified target groups.
- Contribute to the long-term development of the onsite tobacco dependency treatment service.
- Plan own workload within role boundaries and under the management and guidance of the Tobacco Dependence Treatment Lead and public health team.
- Plan and deliver sessions to identify and engage with individuals
- Support individuals to develop an 'action plan' to change behaviours and sustain those behaviours, leading to more healthy choices and actions.
- Plan own work to ensure that individual targets and workload commitments are being met and manage time effectively.
- To enter relevant information regularly into an electronic database.

### **Physical Skills**

- Expected to drive to service locations.
- Computer literacy and keyboard skills.
- Use a carbon monoxide monitor, following training
- The ability to safely move and handle displays and training equipment.
- There will be some requirement for light physical effort on a regular basis
- Be able to stand for prolonged periods of time and mobilise for periods up to 12 hours.
- Be able to respond with speed when required in emergency situations.

### **Patient/Client care**

- Assess and develop treatment plans for patients identified as smokers and throughout the treatment period
- Implement treatment plans and provide behavioural support to patients who engage with the Tobacco Treatment Service.
- To work with patients on a one to one or group basis where appropriate to assess and agree a treatment 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.
- 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.
- Report to the relevant tobacco dependency specialist or service manager on interventions and outcomes on a regular basis.



- Ensure that the service adopts a Making Every Contact Count (MECC) approach in contacts with patients.
- Develop and maintain relationships with individuals and their families to educate, facilitate and promote change.
- Support individual's personal health plans over time and review and revise these plans with individuals as appropriate.
- Facilitate any transfer of care into Community Stop smoking provision, such as LA SSS or primary care including GP or Pharmacy
- Signpost individuals to other appropriate services to further support their health and wellbeing needs.
- Identify and manage any risks relating to client care
- Offer therapeutic and supportive interventions to support a quit attempt
- Take and record patients carbon monoxide monitor readings
- Must be able to recognize a deteriorating patient.
- Maintain patient confidentiality.
- Hold motivational health conversations
- Advise patients on the use of stop smoking pharmacotherapy, including NRT, Zyban, Cytisine and Vapes
- Practice safely within infection, prevention and control measures

### **Policy & Service Development**

- Follow policies, participate in discussions on proposed changes to procedures.
- Contribute to the monitoring, evaluation and audit of the specialist tobacco dependency service. The post holder is expected to ensure their own practice meets the requirements, as well as considering and recommending improvements to the whole team.
- Keep up to date with local and national policies and guidelines that impact on their role, and participates in CPD.
- Contribute to service development and improvement and takes a participatory role in implementing agreed changes.
- Participate in evaluation of activities and programmes to inform service delivery and development.

### **Financial & Physical Resources**

- Personal duty of care in relation to equipment and resources. Safe use of equipment such as carbon monoxide monitors; maintain stock control under the instruction of the qualified staff.



- Order supplies as appropriate.
- Support systems for maintenance and loan of CO monitors to appropriate personnel.
- Maintain own equipment and resources and reports to the appropriate person when items need replacing.
- Carry out risk assessment of own equipment and activities and ensure that all equipment that is not safe to use is quarantined / disposed.

### **Human Resources**

- Demonstrate own duties to new starters
- Support and cover for other members of the tobacco dependency 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.
- Share good practice with other team members to enable the sharing of knowledge and skills across the team.
- Provide advice which contributes to the care, wellbeing and education of service users.
- Engage in the personal development process.
- Carry out continued professional and personal development as identified by tobacco treatment service lead.

### **Information Resources**

- Record personally generated information, contribute to updating patient records and comply with the data entry and monitoring requirements of the service.
- Support the development and dissemination of publicity and support materials for the service, in collaboration with the communications team and the service.
- Ensure that any database or client related data are correctly stored, processed and secured in line with departmental and Trust policies and to comply with IG requirements.

### **Research & Development**

- Assist with audits, surveys, research and development activities to support improvement in practice.

### **Freedom to Act**

- Able to work independently and use own initiative within role boundaries and under the management and guidance of the tobacco treatment service lead when delivering patient or client care.
- Responsible for maintaining own professional and personal standards.



## GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

## PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.

## STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

## INFORMATION GOVERNANCE

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

## PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In



accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

## PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

## INFECTION CONTROL

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare



associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

## SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

## ASSISTANCE WITH TRUST PROCESSES

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.