

# JOB DESCRIPTION

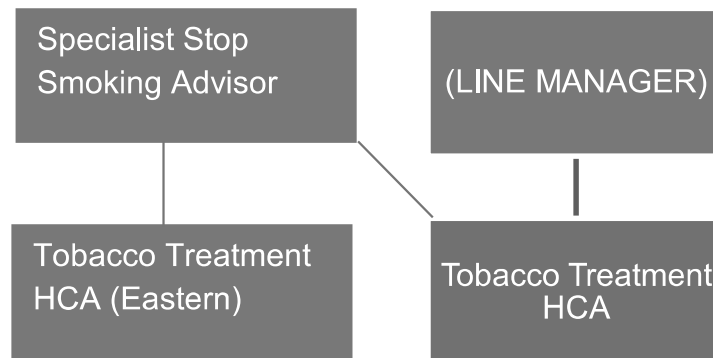
<b>JOB DETAILS</b>	
<b>Job Title</b>	Tobacco Dependency Support Worker
<b>Reports to</b>	
<b>Band</b>	A4C 3
<b>Department/Directorate</b>	Respiratory

<b>JOB PURPOSE</b>
<p>To work with the onsite tobacco treatment service and specialist nurse to provide behavioural support and treatment in relation to tobacco smoking.</p> <p>To support 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 and provided to all that access the service. Provide support in a range of settings as required for the delivery of smoking cessation service.</p> <p>To support the delivery of the service key performance and reporting indicators for tobacco dependency.</p>

<b>KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Organise own workload and work unsupervised in a busy team. Maintain a high standard of work and prioritise own workload according to the needs of the service, individual needs including equality, diversity and social inclusion in all aspects of work.</li> <li>• Take referrals, including self-referrals into the service and work with patients to identify the most appropriate tobacco dependency treatment pathway.</li> <li>• Provide bedside smoking cessation support to include, motivation to quit assessment of dependency, organising initial therapy and onward referral.</li> <li>• Where bedside visits are not possible contact patients via phone to provide initial support and onward referral</li> <li>• Support individuals to make informed choices about their health and wellbeing and support them in initiating and sustaining appropriate behavioural changes to improve their health.</li> <li>• Record and report activities and results.</li> <li>• Develop and sustain tobacco dependency support and referrals into the service.</li> <li>• Travel is required within the designated service location, including occasional regional travel.</li> </ul>

<b>KEY WORKING RELATIONSHIPS</b>				
<p>The post holder will be line managed by a Respiratory Nurse but professional leadership and support on tobacco treatment will be provided by the Specialist Stop Smoking Advisor based at the RD&amp;E Hospital site.</p> <p>Of particular importance are working relationships with:</p> <table border="1"> <thead> <tr> <th><b>Internal to the Trust</b></th> <th><b>External to the Trust</b></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Respiratory Team</li> <li>• Specialist Stop Smoking Advisor</li> <li>• Ward Staff</li> <li>• Patients</li> <li>• Discharge planners</li> <li>• Pharmacy Department</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Community Pharmacies</li> <li>• One Small Step</li> </ul> </td> </tr> </tbody> </table>	<b>Internal to the Trust</b>	<b>External to the Trust</b>	<ul style="list-style-type: none"> <li>• Respiratory Team</li> <li>• Specialist Stop Smoking Advisor</li> <li>• Ward Staff</li> <li>• Patients</li> <li>• Discharge planners</li> <li>• Pharmacy Department</li> </ul>	<ul style="list-style-type: none"> <li>• Community Pharmacies</li> <li>• One Small Step</li> </ul>
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## ORGANISATIONAL CHART



## 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 protocols when delivering patient or client care.

## COMMUNICATION/RELATIONSHIP SKILLS

- Deliver factual clinical information with patients using reassurance, tact, empathy. The post holder may have to overcome barriers to understanding, e.g. patient/client has physical impairment, mental health condition or learning disabilities.
- 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 to support patient care.
- 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 with access to the translation service.
- Establish and maintain effective relationships with patients, relatives and colleagues.

## ANALYTICAL/JUDGEMENTAL SKILLS

- Straight forward job related facts using judgement to review the delegated task/patient condition and feedback appropriately. For example understand how to assess someone's tobacco dependency in order to make a judgement on the appropriate level of pharmacotherapy required.
- Assist with audits, surveys, research and development activities to support improvement in practice., for example to evaluate success of the service in helping people to quit smoking.

## PLANNING/ORGANISATIONAL SKILLS

- Plan and organise activities, such as clinics
- 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 specialist nurse 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.

#### **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.
- Ensure the appropriate pharmacotherapy is recorded on discharge plans
- 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.
- Refer patients to appropriate onward care.

#### **POLICY/SERVICE DEVELOPMENT**

- To work to Trust Policies, procedures and Standard Operating Procedures.
- Contribute to service development to improve the quality of support provided to help smoker quit and take 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 and maintain stock control of consumables such as Steribreath mouthpieces, ordering further stock when needed.
- Maintain own equipment and resources and reports to the appropriate person when items need replacing, including lap top, mobile phone, Co Monitor.
- Carry out risk assessment of own equipment and activities and ensure that all equipment that is not safe to use is quarantined / disposed.

#### **9. Human Resources**

- Demonstrate own duties to new starters
- Share good practice with other team members to enable the sharing of knowledge and skills across the team. This could be providing information and advice to ward staff about effective pharmacotherapy
- Provide advice which contributes to the care, wellbeing and education of patients who smoke.
- Engage in the personal development process.

- Carry out continued professional and personal development as identified by tobacco treatment service lead.

## **10. 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.
- Participate in communication activities around key dates such as Stoptober and No Smoking day
- 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.

## **11. Research & Development**

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

## **PHYSICAL SKILLS**

- Computer literacy and keyboard skills.
- Use a carbon monoxide monitor, following training

## **PHYSICAL EFFORT**

- The ability to safely move and handle displays and training equipment.
- There will be some requirement for light physical effort on a regular basis, such as unpacking stock
- Be able to stand for prolonged periods of time when visiting patients on wards
- Will be required to walk around the hospital, between wards on an almost daily basis

## **MENTAL EFFORT**

- Understanding of specific procedures which are evidenced based:
- Implementing, reviewing and evaluating patient care.
- Accurately completing and maintaining effective patient's records including addressing confidentiality issues.
- Frequent requirement for short periods of concentration; work pattern is unpredictable and subject to interruption i.e. calls being prioritised, other work colleagues, patient/relative or carers needs.
- Ability to use and concentration for long periods using IT.

## **EMOTIONAL EFFORT**

Rare exposure to physically aggressive behaviour

The post holder will assist patients by the bedside, on the telephone and in clinic sessions. This may involve explaining medical concepts to patients with a medical condition and discussing sensitive issues.

Some patients may be experiencing very difficult emotional situations due to the health issue they are experiencing. The Postholder will be expected to be empathetic in such circumstances. For example, a patient with a recent diagnosis of cancer may wish to quit smoking to improve their prognosis.

## **WORKING CONDITIONS**

Office and ward based.

Walking between wards

Home working as part of agile working approach

## **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

# PERSON SPECIFICATION

<b>Job Title</b>	Tobacco Treatment Advisor
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> NVQ level 3 or equivalent qualification or experience	X	
NCSCT stop Smoking Specialist Training (Must be completed within 1 month of appointment)	X	
Practical Stop Smoking training face to face (must be completed within 1 month of appointment)	X	
Completion of tobacco treatment competency workbook (within 6 months of starting)	X	
<b>KNOWLEDGE/SKILLS</b> Understanding of why people smoke and how smoking impacts people's lives Ability to work independently and as part of a team. Effective communication skills, including being able to talk to people individually or in a group Be interested in helping people to make healthy life style choices Be supportive and encouraging to people offering advice and support in a non-judgemental manner. An understanding of confidentiality and the ability to adhere to and implement Information Governance guidelines. Be respectful and value people from a wide range of backgrounds. Ability to manage own time effectively Be able to learn from your own experiences Ability to document information in clear English.	X X X X X X X X X X	
<b>EXPERIENCE</b> Experience of supporting individuals to improve their health or wellbeing Experience of working in a health or social care setting		X X
<b>PERSONAL ATTRIBUTES</b> Ability to prioritise own workload A professional yet approachable manner when working with clients Able to work in isolation Empathetic to patients circumstances and the reasons as to why they smoke	X X X X	
<b>OTHER REQUIREMENTS</b> The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required.	X	X

WORKING CONDITIONS/HAZARDS	FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
	R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>				
Laboratory specimens	N			
Contact with patients	Y			X
Exposure Prone Procedures	N			
Blood/body fluids	Y	X		
Laboratory specimens	N			
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>				
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N			
Respiratory sensitisers (e.g isocyanates)	N			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N			
Animals	N			
Cytotoxic drugs	N			
<b>Risks requiring Other Health Surveillance</b>				
Radiation (>6mSv)	N			
Laser (Class 3R, 3B, 4)	N			
Dusty environment (>4mg/m3)	N			
Noise (over 80dBA)	N			
Hand held vibration tools (=>2.5 m/s2)	N			
<b>Other General Hazards/ Risks</b>				
VDU use (> 1 hour daily)	Y			X
Heavy manual handling (>10kg)	N			
Driving	Y		X	
Food handling	N			
Night working	N			
Electrical work	N			
Physical Effort	Y	X		
Mental Effort	Y			X
Emotional Effort	Y/N			
Working in isolation	Y/N		X	
Challenging behaviour	Y/N		X	