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**JOB DESCRIPTION**

**Inpatient Hospital Tobacco Dependency Advisor**

**MAIN PURPOSE**

The Inpatient Hospital Tobacco Dependency Advisor will deliver one to one stop smoking support within a hospital setting. The post holder will be required to work flexibly as the role will some evening and weekend work.

This post holder will:

* Provide stop smoking information to smokers to enable them to make an informed choice to make an attempt to stop smoking and then to support the smoker with a formal evidence based quit programme.
* Provide ongoing support to inpatients, manage a caseload of referrals and be responsible for the ongoing referral support for the smoker post discharge.
* Contribute to the planning, delivery and development of the stop smoking service including specific project work.
* To support with the delivery of Very Brief Advice training to health care professionals and to support with the promotion of the Everyone Health Inpatient and Community Staffordshire Stop Smoking Services.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

* In conjunction with the Clinical Delivery teams will lead, plan and deliver an appropriate and accessible cessation service within the delivery team area.
* Provide cessation support including in-depth one to one behaviour change support, assessing client’s readiness and suitability for Stop Smoking treatments.
* Conduct telephone calls, maintain accurate patient notes and records, and complete service-specific administration tasks as required.
* Adhere to service protocols and procedures in relation to the provision of supportive pharmacotherapy medication.
* Collate accurate clinical records in line with national requirements and inputting data into the service web-based database in a timely and professional manner.
* Support the delivery of promotion activity across Staffordshire in line with the service marketing strategy.
* Work flexibly to provide a coordinated service across the localities to meet the needs of the client group. This will include work in the evening and work on weekends where required.
* Maintain up to date clinical knowledge, undertake evidence-based practice and promote the use of new and innovative practice.
* In conjunction with delivery team lead, conduct analysis and evaluation of designated programmes to improve the quality of service.
* Be responsible for identifying issues or concerns to the line manager, so that appropriate action can be taken.
* Contribute to ongoing needs assessment, audit and other governance programmes in relation to activities as part of the health improvement agenda.
* To take responsibility for own professional development in accordance with the outcomes from the annual development review, to meet the requirements of the Knowledge and Skills Framework and appraisal system
* Responsible for accurate uploading of own client data onto database whilst ensuring client confidentiality.

**PERSON SPECIFICATION**

1. **SKILLS & ABILITIES**

* Knowledge of public health policy, the wider determinants of health and health promotion, relating to long term health condition.
* Intermediate computer skills.
* Ability to work independently and manage own workload; able to work effectively and able to remain positive and constructive under pressure
* Passionate about putting patients first and delivering a high-quality service.
* Evidence of experience in embracing and implementing change to provide high quality health outcomes
* Good presentation of self: enthusiastic, innovative and flexible. Self-motivated, committed and conscientious.
* A commitment to continuous service improvement with expert insight into patients’ needs, so that all patients receive high quality care.
* Proven ability to relate, motivate and confidently engage individuals in activities and discussion as part of a group and in a 1-2-1 situations.
* Excellent verbal and written communication skills in order to effectively communicate with a wide range of individuals including participants, colleagues and external partners.
* Proven planning, organisational, timekeeping and evaluation skills.
* Ability to organise, monitor and check work to ensure no element of a task is left unfinished.

1. **KNOWLEDGE**

* Sound knowledge of delivering smoking cessation interventions and advising on smoking cessation to special populations.
* Understanding of harmful effects of smoking, smoking as an addicting behaviour, withdrawal and relapse
* Knowledge of NICE guidance, NCSCT and PHE standards relating to the treatment of smoking cessation
* Knowledge and understanding of the Patient Confidentiality Act, Safeguarding and the Data Protection Act.
* Knowledge of maintaining records and monitoring system.

1. **EXPERIENCE**

* Being able to demonstrate putting service users first and delivering a high-quality service.
* Evidence of being adaptable and quick thinking.
* Minimum of 1 year experience working in community, primary care and in-patient settings.
* Experience of working with adults in a 1-2-1 and group environment, to support positive lifestyle change.
* Experience of using behaviour change models within a work context
* Experience of working in a multi-cultural setting with patients of different cultures, genders and ages.
* Experience of working to challenging performance targets and achieving excellent outcomes.

**5. DESIRABLE QUALIFICATIONS**

* NCSCT Smoking Practitioner registered (or willingness to obtain this – training will be provided).
* NCSCT VBA training modules
* Making Every Contact Count (MECC) Training
* COM-B Training

**6. SPECIAL CONDITIONS**

* Highly motivated self-starter with resilience, determination and the ability to support service users throughout the programme.
* Good presentation of self: enthusiastic, innovative and flexible.
* Role may incorporate evening / weekend working, with variable levels of travel across Staffordshire, for clinics and promotional events.
* Full UK Driving licence and access to a car for work, with ‘business purposes’ insurance.
* This post involves working with vulnerable adults and as such the post holder will require a disclosure of criminal records at an enhanced level (DBS).

**7. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.