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**JOB DESCRIPTION**

**Tobacco Dependency Advisor – Queen’s Hospital, Burton**

**MAIN PURPOSE**

The Tobacco Dependency Advisor will deliver one to one stop smoking support within an inpatient hospital setting. The post holder will be required to work flexibly as the role may develop into 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.