

JOB DESCRIPTION

NHSHC GP and Pharmacy Liaison Lead Staffordshire

MAIN PURPOSE

To work with GP's and Pharmacies across Staffordshire to implement and support the subcontracting of the delivery of the NHSHC's within their organisations and to co-work alongside our Stop Smoking Pharmacy Lead to continue to expand the stop smoking offer within pharmacies. This will consist of:

- Arranging meetings with GP's and pharmacies to discuss opportunities that we can offer and onboard these as our subcontractors to deliver the NHSHC's
- Onboarding of GP's for Everyone Health NHSHC delivery and invitations when unable to subcontract
- Onboarding GP's for Online NHSHC invitations
- Complete and manage SLAs
- Ensure all relevant policies and procedures are in place
- Ensure that training, including STPs and MECC, is completed
- Assist GP's with searches for eligible patients and uploading of data.
- Auditing of the subcontractors on delivery and quality of data submissions
- Managing the monthly finances with subcontractors which include CSV and invoices for the service they deliver and for the invitations sent, including raising PO numbers and checking invoices are correct.
- Continued relations with the GP's and pharmacies to ensure consistency and data quality is being adhered too
- Deliver and control stock provision and maintenance of any loan equipment.
- Maintain relationships with monthly visits/calls
- Report to Deputy Service Manager weekly with general service overview and highlight any issues as and when needed
- Weekly update meetings with Stop Smoking Pharmacy Lead
- Liaise with Health Check Coordinator to ensure stock is available and monitored.
- Liaise with Health Check Coordinator regarding subcontractor training
- Attend relevant events such as PCN events.

SUMMARY OF RESPONSIBILITIES AND DUTIES

- Understand the needs of key target groups in order to develop service provision to meet needs.
- Provide information on all Staffordshire integrated Lifestyle services.
- Establish effective partnership working to embed referral pathways and deliver brief advice training to facilitate referral pathways.
- Contribute to the planning, delivery and continued support of the NHSHC and Stop Smoking within the area in a variety of settings.
- To deliver training to subcontractors to understand the service referral pathway and delivery model.
- Follow protocols and guidelines for advising service users and stakeholders.

- Deliver MECC/NHSHC training to all subcontractors.
- To deliver NHSHCs as part of the NHSHC service.

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 supportively as a multi-disciplinary team member.
- Excellent verbal and written communication skills in order effectively communicate with a wide range of individuals including service users, colleagues, and external partners.
- Proven planning, organisational and evaluation skills.
- Ability to deliver training specifically around NHSHC's, MECC and smoking cessation and long term conditions/outpatient referrals.

2. KNOWLEDGE

- Knowledge of the risks and harms of smoking and CVD.
- Knowledge of local services and clinical pathways which are being referred / signposted to.
- Insight and understanding regarding the barriers of smoking cessation/NHSHC within the local communities across Staffordshire.

3. EXPERIENCE

- At least a minimum of 2 years' experience of working within a health care setting.
- Experience with one to one or group delivery of a service provision.
- Being able to demonstrate putting service users first and delivering a high-quality service.
- Experience working with Stakeholders, specifically GPs and Pharmacies.
- Good knowledge of System one, EMIS and NHS App.
- Evidence of being adaptable and quick thinking.

4. QUALIFICATIONS

- Educated to degree level or equivalent demonstrable experience that qualifies, assures, and satisfies ability to fulfil all aspects of this role.

5. DESIRABLES

- 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
- NHSHC Trained

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.