

Job Description

Job Title:	Smoking Cessation advisor
Band:	6
Department:	Corporate
Directorate:	Corporate
Reporting to:	Physical Health Lead Nurse
Accountable to:	Medical Director for Community Services

JOB SUMMARY

The Tobacco Dependency Advisors will provide specialist advice and support to mental health service users around tobacco addiction and provide evidence-based approaches in line with national guidance and good practice to help them to quit stop smoking. The posts will work across our inpatient and community settings and support the service users 4-6 weeks post discharge. They will support and train staff to provide stop smoking interventions establishing the systems and processes to facilitate this and report interventions and quit attempts.

In line with the NHS long term plan to tackle tobacco dependency, advisors will work with ELFT inpatient services, ELFT community services, and local authority services to deliver smoking cessation support for ELFT service users (see Key Responsibilities). The community tobacco advisor is a new role in the stop smoking pathway in Bedfordshire and Luton and will require skills in navigating services and establishing new relationships with ELFT clinical staff and staff in community stop smoking services to ensure a smooth service user journey through the stop smoking pathway. This will require establishing ways of working and a critical mindset to evaluate and iterate the best approach for the service and its users.

This role will require a creative and flexible attitude to work with service users who access mental health services, including those who are or have been in mental health inpatient settings. Service users may require unique and bespoke approaches to support stop smoking. This will include knowledge and skills of working with service users subject to the Mental Health Act and the Mental Capacity Act legislation.

KEY RESPONSIBILITIES

The advisors will work with the mental health staff to provide an evidence based stop smoking service by;

1. 1:1 and group smoking cessation interventions
2. Establishing systems and processes to allow staff and service users to access evidence based stop smoking interventions and record results
 - a. The systematic identification of the smoking status of all service users
 - b. The systematic offering of advice, pharmacotherapy and behavioural support to all current smokers
 - c. working with partners to ensure continuity of stop smoking support for four to six weeks after discharge.
3. Support and training to mental health staff to provide smoking cessation intervention
4. Building a culture whereby all service users are offered the opportunity to stop smoking and receive support to achieve a quit status.

5. Develop a smoking cessation programme across community mental health teams and other settings to support services users recently discharged to quit.
6. Ensuring that service users have access to psychological and provision of pharmacological support to help them to cope with tobacco dependence.
7. Act as a subject matter expert, advising community services of the most appropriate support they can provide to their service users; based on knowledge of each local community stop smoking service provision and public health commissioning intentions.
8. Work autonomously to deliver evidence-based tobacco dependence treatment in line with the ELFT's Smoke Free Policy, Department of Health, NHS England and NICE guidance, and NCSCT best practice guidance

MAIN DUTIES AND RESPONSIBILITIES

Patient Care

- Maintain and use specialist knowledge and experience of Stop Smoking to provide intensive and appropriate evidence based stop smoking advice and support to smokers who wish to quit in accordance with local and national protocols (ELFT's Smoke Free Policy, Department of Health, NHS England and NICE guidance, and NCSCT best practice guidance). They will be responsible for their own practice when delivering Stop Smoking advice and support to clients in line with national guidance on service delivery, while adapting to the unique stop smoking needs of people who access mental health services. This includes but is not limited to:
 - 1:1 and group stop smoking intervention for in patients and community patients which includes the assessment of clients, provision of specialist advice on how to stop smoking, monitoring pharmacotherapy treatments and maintaining motivational support
 - Prescribing and/or provision of pharmacotherapy and e-cigarettes for nicotine replacement.
 - Carbon monoxide monitoring
 - Ensure that service users who have reduced or stopped smoking are supported to continue with this on discharge
 - Provide opportunistic brief advice to smokers within clinical environments (patients, carers, staff, visitors) in a kind, caring and compassionate manner.
 - Provide assertive in-reach to services to actively engage smokers in conversations about the benefits of quitting.
 - Formulate, document and evaluate personal stop smoking plans, in collaboration with smokers and their care team.
 - Liaise with clinical teams regarding the safe and effective care for the management of medication associated with stopping and restarting smoking
- All community-based tobacco advisors are to ensure service users experience a seamless provision of stop smoking support across both inpatient and community settings and should work flexibly to ensure this. Community-based advisors will attend inpatient settings for discharge planning and to start to share support of service users. Inpatient advisors may be required to

	<p>follow-up some service users into the community if that best meets their needs and enables best continuity of care before full “handover” to community-based advisors. This is a new service model and complex ways of working will be reviewed to ensure workload is manageable and the needs of service users are being met.</p> <ul style="list-style-type: none"> • There may be a requirement to cover leave or absence of other advisors across settings, once advisors are established in their roles. • Work flexibly to provide continuity of service and meet service needs • Co-work with other professionals when indicated
Clinical	<ul style="list-style-type: none"> • Provide evidence based advice on nicotine replacement therapy, other medications to facilitate stopping smoking and e-cigarettes to staff and service users. • Update the Trust's NRT guidelines and present them for ratification at the relevant Trust meetings, such as the Medicines Committee. • Develop the Trust's NRT protocol and present for ratification at the relevant the Trust meetings, such as the Medicines Committee. Manage implementation across the Trust, acknowledging the logistical, ethical and resource constraint complexities of the context, ensuring that the correct communications are implemented so that staff members are aware of the new processes and procedures.
Administration	<ul style="list-style-type: none"> • Ensure that smoking status and treatments are entered into the patient record • Referral attendance and outcome records are kept and analysed for service evaluation and development. • Attend regular meetings with clinical director, clinical staff on best care in relation to physical health and tobacco dependency • Supervise meetings with clinical and non-clinical teams to ensure accurate documentation and national reporting • Attend Public Health conferences to ensure specialist knowledge is up to date and disseminated to staff • Awareness of research, audits, and quality improvement • Participates in quality improvement activities and audits including review of service including patients seen in tobacco dependency clinics across ELFT services and pharmacotherapy usage • Participates in research, including requests from third party organisations related to tobacco control on behalf of the Trust. • Ensure systems are developed for referring service users to appropriate community stop smoking services • Refer service users to appropriate community stop smoking services • Support senior colleagues to complete Trust responses to Freedom of Information requests. • Develop the content for the Trust's internet and intranet pages. • Undertake project management practices to manage project delivery and achieve the completion of milestones.

	<ul style="list-style-type: none"> • Produce reports and table them at relevant meetings. • Maintain supervision records for quality and audit purposes • Plan, organise and prioritise own caseload and workload to ensure the demands of the service are met • Use electronic systems to maintain contact with colleagues and service users • Record all interactions with service users on their RiO clinical record ensuring that they are accessible to all care providers to provide a seamless service • Establish reporting systems whereby stop smoking interventions, quit attempts and successful quitting is recorded on RiO and reported monthly. • Support senior colleagues to complete Trust responses to Freedom of Information requests. • Develop the content for the Trust's internet and intranet pages. • Complete research requests from third party organisations related to tobacco control on behalf of the Trust. • Undertaken project management practices to manage project delivery and achieve the completion of milestones. • Produce reports and table them at relevant meetings.
Management	<ul style="list-style-type: none"> • Understand own role within wider multidisciplinary team • Can articulate own development needs • Participate in professional networking across a complex in- and out-patient and community provider system <ul style="list-style-type: none"> ○ Visit all teams in the directorate to which they are appointed ○ Build and maintain strong links and work in partnership with the local public health department smoking cessation leads, stop smoking services, community mental health teams and primary care, maximising their input to the benefit of service users • Participate in and provides clinical supervision • Advocate confidently on behalf of patients/care givers and colleagues • Develop leadership skills • Supervise tobacco dependency champions • Monitoring progress of ward champions, peer supporters and other members of staff • Provide 1:1 and group training and support to mental health staff so that they are confident in offering stop smoking interventions to their patients • Provide smoking cessation updates at the Bedfordshire and Luton Community Services meetings. • Provide smoking cessation updates at the Bedfordshire and Luton Community Steering Group meetings. • Act as a Trust wide smoking cessation expert. • Act as a core member of the Trust's smoke free implementation group. • Manage tobacco dependency champion programme in assigned directorates and chair the tobacco dependency champion meetings.

	<ul style="list-style-type: none"> • Manage the tobacco dependency referral process and discharge process with ELFT tobacco dependency advisors and local authorities' services (e.g., Total Wellbeing). • Use Datix to monitor complaints and incidents linked to 'smoking' to report on the impact of nicotine management policy and the e-cigarette policy. • Build strong links and work in partnership with the local public health department smoking cessation leads maximising their input to the benefit of service users • Manage the relationship with Public Health Commissioners around the smoking cessation agendas in each borough.
Human Resources	<ul style="list-style-type: none"> • To provide support regular supervision for other smoking advisors in the Trust.
Performance and Quality	<ul style="list-style-type: none"> • Collection of service data • Work with people participation leads to develop and implement stakeholder engagement activities. • Service oversight including the collection service data and analysis for programme monitoring and evaluation • Ensure continuity of care between hospital and community services, and post-discharge. Establish and implement robust pathways, adjusting for complexity of individual service requirements, with appropriate stakeholders to ensure that service users receive their chosen support when they are motivated to quit smoking. • Develop and manage the Trust's tobacco dependence treatment pathway and embed into practices throughout the Trust's services. • Develop and manage a peer support worker programme across 5 of ELFT's localities – adjusting for local variation. • Develop smoking cessation training across settings. • Influence senior colleagues around best practice within the subject matter. • Provide strategies to pharmacy and tobacco advisors within and outside of ELFT to ensure best options of NRT are given to service users • Develop, implement and evaluate ELFT's model for Tobacco Dependence Care • Develop, implement, maintain and update clear Standard Operating Procedures for stop smoking support across ELFT services
Financial and Physical Resources	<ul style="list-style-type: none"> • Be proactive with generating income for the enhancement of the Smoking Service. • Prepare business cases for smoking products, costing and ensuring evidence based and value for money. • Ensure the effective and efficient use of services within the allocated resources, identifying cost efficiencies to meet financial targets and ensuring financial stability within the context of positive service change and development. • Develop and ensure a culture of sound financial management which demonstrates a good understanding between income and expenditure.

	<ul style="list-style-type: none"> • Manage service level agreements to ensure service delivery matches cost. Ensure timely and regular review of these agreements with the Trust. • Identify cost pressures and ensure these are actioned appropriately
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KNOWLEDGE AND SKILLS

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the post-holder.

Statement on Employment Policies

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards
Equal Opportunities	ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs. For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
Dealing With Harassment/ Bullying In The Workplace	The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying. The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences. Disciplinary action will be taken against any

	member of staff found to be transgressing the Harassment and Bullying Policy.
No Smoking	To refrain from smoking in any of the organisation's premises not designated as a smoking area. 'East London Foundation Trust is a Smoke free Trust – this means that staff must be smoke free when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect one's ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.
Confidentiality	As an employee of the Trust the post-holder may have access to confidential information. The post holder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldecott requirements and the Trust's Information and IM&T Security Policy. To safeguard at all times, the confidentiality of information relating to patients/clients and staff.
Data Protection Act Data Protection – Your Data	To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act. As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department. To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.
Safeguarding	All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
Service User and Carer Involvement	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work
Personal Development	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
Clinical Governance	As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by: - <ul style="list-style-type: none"> • taking part in activities for improving quality

	<ul style="list-style-type: none"> identifying and managing risks maintaining your continuous professional development
Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
Conflict of Interests	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
Risk Management	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
Personal and Professional Development/Investors in People	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
Infection Control	Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations. Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

PERSON SPECIFICATION

JOB TITLE:	Tobacco Dependency Advisor: community
BAND:	6
DEPARTMENT:	Corporate
DIRECTORATE:	Corporate
REPORTING TO:	Deputy Director for Infection Control and Physical Health Lead Nurse
ACCOUNTABLE TO:	Medical Director Physical Health

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
Education/ Qualification/ Training	UK university degree level or equivalent	Essential	S
	Post graduate diploma level or equivalent	Essential	S
	Level 2/3 (Practitioner) smoking cessation competencies plus mental health module	Level 2 essential	S/I
Experience	Experience of working with mental health service users	Desirable	S/I
	Teaching and Training experience. Experience of managing staff and budgets	Essential	S/I
	Experience of successfully using behavioural change and health coaching	Desirable	S/I
Knowledge and Skills	Relevant skills to enable teaching, coaching skills, clinical supervision and mentoring of colleagues.	Essential	S/I
	Adaptable teaching skills in relation to patients, carers and colleagues	Essential	S/I
	Develops written and verbal presentation skills.	Essential	S/I
	Ability to communicate at all levels in the organisation and across the wider public health care system of population health.	Essential	S/I
	Ability to build links with the local public health department/s to develop service provision.	Essential	S/I
	Adaptable teaching skills in relation to patients, carers and colleagues	Essential	S/I
	Good communication skills with mental health service users and staff	Essential	S/I
	Ability to communicate the benefits of stopping smoking to mental health	Essential	S/I

	service users, the challenges involved and how these can be overcome		
	Ability to develop and maintain relationships with key stakeholders e.g. Consultants, nurses, pharmacists, physiotherapists and senior managers to develop and deliver a Stop Smoking Service within the hospital.	Essential	S/I
	Analytical skills to enable reviewing systems and processes across the organisation	Essential	S/I
	Knowledge and use of change management, behavioural change and health coaching techniques and evidence based practice	Essential	S/I
	Demonstrates enthusiasm for health promotion.	Essential	S/I
	Ability to work using initiative and work independently (without supervision) to achieve their objectives and will plan and prioritise their own workload.	Essential	S/I
	Ability to provide support regular supervision for other smoking advisors in the Trust.	Essential	S/I
	Experience of the RiO patient record	Desirable	S
	Driver	Essential (B&L)	S
Other	Adaptable to different and complex working situations, can work with mental health service users of all capabilities and attitudes	Essential	S/I

S: Short-listing I: Interview T: Test