

JOB DESCRIPTION

JOB TITLE:	Smoking Cessation Advisor (1 year & 11 months fixed term contract)
BAND:	5
DEPARTMENT:	Corporate
DIRECTORATE:	
REPORTING TO:	Physical Health Lead Nurse
ACCOUNTABLE TO:	

JOB SUMMARY	
<p>Mental Health service users die 10 to 20 years younger than their peers and smoking is the main cause of this.</p> <p>Staff across the Trust are trained to provide stop smoking advice and guidance. The Smoking Cessation Advisors will provide additional capacity and training to support this providing stop smoking processes and interventions in line with national and local guidance and best practice. They will support staff to provide stop smoking interventions establishing the systems and processes to facilitate this and report interventions and quit attempts.</p> <p>This role is one of three whole time equivalent (37.5 hours) Smoking Cessation Advisors who will work in each of the following areas of the Trust;</p> <ul style="list-style-type: none"> • Bedfordshire and Luton • Newham and Tower Hamlets adult mental health services • Forensics and City and Hackney adult mental health service <p>The role may suit applicants looking for part-time or flexible working.</p>	

KEY RESPONSIBILITIES	
<p>The advisors will work with the mental health staff to provide an evidence based stop smoking service by;</p> <ol style="list-style-type: none"> 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 3. Support 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 supported in this 	

MAIN DUTIES AND RESPONSIBILITIES	
Patient Care	<ul style="list-style-type: none"> • 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 • Carbon monoxide monitoring • Ensure that smoking status and treatments are entered into the patient record and communicated to the patient's GP • Ensure that service users who have reduced or stopped smoking are supported to continue with this on discharge • The post holder will 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. 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.
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
Administration	<ul style="list-style-type: none"> • 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 • Ensure a robust Stop Smoking Service is established and systems are developed for referring patients and provision of Stop Smoking support to patients and staff. • 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 • The post holder will visit all teams in the directorate to which they are appointed • The post-holder will record all interactions with service users on their RiO clinical record • The post holder will establish reporting systems whereby stop smoking interventions, quit attempts and successful quitting is recorded on RiO and reported monthly. • Stock control and time sheet sign-off as required related to the role.
Management	<ul style="list-style-type: none"> • Link with the National Referral System where appropriate

KNOWLEDGE AND SKILLS

Knowledge, Training and Experience	<ul style="list-style-type: none"> • UK university degree level or equivalent • Level 2/3 (Practitioner) smoking cessation competencies • Experience of working with mental health service users • The post holder will work independently to achieve their objectives and will plan and prioritise their own workload • The post holder will know and use evidence based change management, behaviour change and health coaching techniques
Communication and Relationships	<ul style="list-style-type: none"> • The post holder will communicate well with mental health service users and staff • The post holder will communicate the benefits of stopping smoking for mental health service users, the challenges involved and how these can be overcome • 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. • Enthusiasm for health promotion • Build links with the local public health department/s to maximise their advice and input for the benefit of ELFT service users and staff

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 postholder.

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

	<p>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.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>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.</p> <p>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.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p>
No Smoking	<p>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.'</p>
Alcohol	<p>To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.</p>
Confidentiality	<p>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, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
Data Protection Act	<p>To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.</p>
Data Protection – Your Data	<p>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.</p> <p>To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.</p>
Safeguarding	<p>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.</p>

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 • 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	<p>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:</p> <p>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.</p> <p>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.</p>

PERSON SPECIFICATION

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BAND:	5
DEPARTMENT:	Corporate
DIRECTORATE:	
REPORTING TO:	Physical Health Lead Nurse
ACCOUNTABLE TO:	

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
Education/ Qualification/ Training	UK university degree level or equivalent		
	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	Essential	S/I
	Experience of successfully using behavioral change and health coaching	Desirable	S/I
Knowledge and Skills	Ability to communicate well with mental health service users and staff	Essential	S/I
	Ability to communicate the benefits of stopping smoking to mental health service users, the challenges involved and how these can be overcome	Essential	S/I
	Enthusiasm for health promotion	Essential	S/I
	Knowledge of behavioral change and health coaching techniques	Desirable	S/I
	Ability to work using initiative and work without supervision	Essential	S/I
	Experience of the RiO patient record	Desirable	S
	Driver	Desirable	I

S: Shortlisting I: Interview T: Test