

Northumberland County Council
JOB DESCRIPTION

Post Title: Stop Smoking Practitioner	Director/Service/Sector: Public Health	Office Use
Band: Band 7	Workplace: County Hall, Morpeth	JE ref: 4201
Responsible to: Public Health Managers and Stop Smoking Service Specialist	Date:	Job Family:
Job Purpose:		
<p>To work with stop smoking specialists to deliver stop smoking support throughout the service area according to national and local standards and to assist in the delivery of evidence based training.</p> <p>To work as part of a specialist stop smoking team in a clinical role as a stop smoking practitioner; to develop and provide stop smoking advice, counselling and support to clients in a range of settings.</p> <p>To plan and deliver stop smoking services in a range of settings agreed with Public Health Managers and Stop Smoking Service Specialists.</p> <p>To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the organisation. This means to demonstrate a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and facilitates team working and collaboration within teams / departments and across organisational boundaries.</p>		
Resources	<p>Staff</p> <p>Directly responsible for Stop Smoking Service Support Advisor, Senior Health Trainer and Stop Smoking Service Support Officers. This includes line management, supervision, plans to meet changing needs of the service, mentorship, clinical supervision, appraisal and staff training. Staff dispersed across the County.</p> <p>To facilitate, plan, organise and deliver smoking cessation training to new and current providers of the service, according to the evidence base. Such personnel are from a variety of NHS and non-NHS bodies. Assess and offer appropriate level of training to suitable staff groups or individuals.</p> <p>Stop Smoking Practitioner works from central base and outreach clinic settings that are NCC and non NCC organisations, i.e. GP surgeries</p> <p>Assess non-clinical staff for NHS Health Check competencies</p>	
Finance	<p>Supports the Public Health Manager and Stop Smoking Service Specialist <u>in</u> planning budget expenditure for equipment and other resources</p> <p>Monitors project budgets when appropriate and reports to manager</p> <p>Responsible for safe use of equipment used by clients and training equipment</p> <p>Orders public health campaign resources</p>	
Physical	<ul style="list-style-type: none"> • Uses Carbon Monoxide monitor • Personal duty of care in relation to equipment and resources • Responsible for equipment used, orders supplies, signs timesheets • Supports systems for maintenance and loan of CO monitors to appropriate personnel <p>Collect and input client information onto <u>a</u> clinical recording system to support National data extracts/ reporting. Contribute to service data analysis to improve client outcomes and target interventions.</p>	
Clients	<p>Travel is required within the designated service location, including regional travel. Works with a range of professionals e.g. pharmacists, GPs and consultants as well as service users</p> <p>Clients referred by GP, health professionals and adult services</p> <p>Able to communicate at a variety of levels and across all ages of the designated population</p>	

Duties and key result areas:	
<p>Dimensions</p> <ul style="list-style-type: none"> • To develop and sustain stop smoking support and referrals into the service. • To contribute to the planning of the service; including providing a variety of clinic times and locations which will suit target groups with particular focus on routine and manual workers. • Working in a variety of settings – GP surgeries, pharmacies, hospitals, community settings, workplaces or patients' homes. • Some out of hours work is required with evening or Saturday groups and clinics and training as necessary. • Reporting on progress and results to the Stop Smoking Specialists and the Service Manager. 	
<p>Utilise a clinical recording system to record pathway of care: - assess, plan, recommend, implement, deliver and evaluate smoking cessation advice, support and counselling to clients wanting to stop smoking. This involves responsibility for the patient's stop smoking programme (approx. 12 weeks in duration) and associated medication.</p>	
<p>To assess suitability for smoking cessation medication at initial assessment and throughout the treatment period. This requires thorough analysis and diagnosis of addiction/dependence to nicotine and assessment of support and medication appropriate and required. Other medications and conditions must be taken into account, checked for contraindications and cautions, and treatment and support offered accordingly</p>	
<p>Contributes to the development, implementation and evaluation of service quality health improvement programmes, including public and user and carer involvement. Undertakes any other duties deemed appropriate by line manager</p>	
<p>Communications and relationships</p> <ul style="list-style-type: none"> • Provide and receive complex, sensitive information; there may be barriers to understanding. • Communicates sensitive, confidential information concerning patients / clients requiring empathy, persuasion and reassurance. Some may have special needs • Post holder is expected to communicate effectively with a range of professionals e.g. pharmacists, GPs and consultants as well as service users. • The post holder is required to communicate using a range of methods e.g. presentations, written reports and training sessions etc. • The post holder is expected to be able to deliver clinical information relevant to service users. • To foster good working relationships with stop smoking service team and staff within partner agencies enabling the service to build. • To be able to explain medical concepts to patients and discuss complex and sensitive issues with individuals e.g. drug interactions with alcohol, quitting smoking whilst using cannabis, helping patients with smoking-related disease. Discussing implications of patient's choices and medication to be adopted in order to convince service users to change their actions, which they may not have adopted to improve their health and wellbeing. Must be able to demonstrate the English language proficiency level required for this post 	
<p>Liaises with external agencies or General Practice on service developments and health improvement programmes</p>	
<p>Persuades and influences agencies to address inequalities.</p>	
<p>Ability to communicate at a variety of levels across all ages of the designated population.</p>	
<p>Facilitate stop smoking groups, clinics and home visits. This involves explaining medical concepts to patients and discussing complex and sensitive issues with individuals e.g. drug interactions with alcohol, quitting smoking whilst using cannabis, helping patients with smoking-related disease. Discussing implications of patient's choices in terms of lifestyle and medication to be adopted. This requires additional sensitivity in a group setting. The setting for treatment and support will be decided following assessment of need and consultation with the individual.</p>	
<p>Analytical</p> <ul style="list-style-type: none"> • Makes judgments on problems requiring investigation, analysis, e.g. assessment of needs of patients and appropriateness of medication or treatment plan. • To carry out and interpret specific tests, such as carbon monoxide readings for individual clients. 	

- To assess suitability for smoking cessation medication at initial assessment and throughout the treatment period.
- To recommend medications to prescribers. Where appropriate to operate under the appropriate scheme for provision of NRT.
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- Analysis of complex health data and effectiveness of service initiatives and programmes which support medium term strategies and the implementation of the tobacco long term plan.
- Provides information and judgement on content of press releases for the Comms Team
- Ability to collate and analyse complex data and produce reports as required

Planning and Organisational

Plans own workload and would refer to manager for guidance as required

- Plan and organise activities, such as clinics or training schedule
- Plans provision of stop smoking services in line with service requirements and client need.
- To plan and deliver interventions for identified target groups.
- To contribute to the long-term development of the service in specific settings and designated sector, as part of the overall Stop Smoking Service strategic plans.

Patient/Client Care

- Develop programmes of care for clients of the stop smoking service.
- Assesses, plans, implements and evaluates care of patients/clients; gives specialist advice to clients/carers in relation to stop smoking treatment plan.
- To deliver stop smoking support and treatment programmes in the community. This includes being responsible for the patient's stop smoking programme and associated medication. This is undertaken without direct supervision.
- To work unsupervised with clients on a one to one or group basis to assess and agree an appropriate treatment, medication and support plan to meet their individual requirements.
- Assessment and subsequent support may take place in a range of venues including the smokers' own home.
- To assess suitability for smoking cessation medication at initial assessment and throughout the treatment period. This requires thorough analysis and diagnosis of dependence to nicotine and assessment of support and medication appropriate and required. Other medications and conditions must be taken into account, checked for contraindications and cautions, and treatment and support offered accordingly.
- To interpret and communicate smoking related issues in relation to an individual patient's care package in a holistic way e.g. working closely with maternity or hospital services. To communicate this effectively both to the patient and to the staff groups involved in relevant context.
- To monitor and evaluate stop smoking programmes to measure progress and ensure effectiveness of the intervention. To report to the relevant stop smoking specialist or service manager on interventions and outcomes on a regular basis.
- To recommend medication to prescribers and to accept referrals from other health care professionals. This forms part of the patients' overall care package, which requires communication with GPs and consultants, nurses, midwives and pharmacists.
- To ensure that the service adopts a Making Every Contact Count (MECC) approach in contacts with clients.

Policy and Service Development

- Follows policies and makes comments on proposals for change
- To work with a variety of agencies to develop the stop smoking service for targeted groups, contributing to the public health strategic plan.
- To deliver the specialist stop smoking service in a variety of relevant settings such as primary and secondary care, community settings and specialist services.
- To contribute to the development, implementation and delivery of the stop smoking service training programme in a variety of settings.
- To support stop smoking specialists in the delivery of clinics and groups in identified settings and locations.
- To assist stop smoking specialists with the delivery of training and presentations to a range of professionals.

- To contribute to the monitoring, evaluation and audit of the specialist stop smoking service and produce reports for local dissemination and national evaluation purposes. The monitoring of the Stop Smoking Service is of paramount importance. The post holder is expected to ensure their own practice meets the requirements, as well as considering and recommending improvements to the whole team.

Human Resources

- Demonstrates duties to new starters or students.
- Supervises work of others; clinical supervision of some staff, students; provides training to others.
- Provides line management and supervision for certain staff within the service.
- To ensure regular clinical updates and competencies are adhered to
- To assist in recruitment and selection of staff and in the use and implementation of Human Resources policies.
- To contribute to the implementation of the nursing strategy and raise the profile of work within the service locally, regionally and nationally
- Facilitate and participate in induction, mentoring and training of health professionals and students.
- To act as mentor and facilitate continued professional development of staff including professional revalidation.
- To support and cover for other members of the specialist stop smoking service team and fulfil their roles when necessary, appropriate and realistic, to ensure service provision e.g. at times of sickness or extended leave of absence.

Information Resources

- To support the development and dissemination of publicity and support materials for the service, in collaboration with the communications team.
- To ensure patient records are up-to-date and comply with Caldicott and IG requirements.
- To comply with the data entry and monitoring requirements of the service.

Research and Development

- Undertake surveys or audits, as necessary to own work and stop smoking service
- To support research activity

Freedom to Act

- Works within codes of practice and professional guidelines for area or team; manages own caseload.
- Post holder is required to work autonomously delivering stop smoking support in a range of settings throughout service area and to be competent in the use of appropriate medications.
- To work with a high level of autonomy.
- Post holder is expected to assist in the development of the stop smoking service with regard to a specific locality and target groups.
- Accountable for own professional actions, manages certain team members and interprets policy

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Mainly indoors. Occasional exposure to working outdoors.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Stop Smoking Practitioner	Director/Service/Sector: Public Health	Ref: 4201
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> • Degree in relevant subject or equivalent qualification or experience e.g., Registered Nurse • Public Health/Health improvement/Community Development. • Knowledge of public health/health improvement, acquired through relevant training, extended courses and experience to degree level equivalent. • Knowledge of or experience in coaching and mentoring practices and tools • Specialist knowledge across a range of smoking cessation and tobacco control procedures underpinned by theory. • Knowledge of public health/health improvement, acquired through training, extended courses and experience to degree level equivalent. • Knowledge of or experience in Quality improvement tools, techniques and methods. • Specialist knowledge across a range of procedures underpinned by theory. • 	<ul style="list-style-type: none"> • Teaching/training/group work qualification e.g. ENB 998 or C& G 730. • Counselling qualification • Qualification in health promotion/public health • Specialist Community Public Health Nurse • Mentorship qualification RGN or relevant equivalent qualification (essential requirement for post, expectation this will be completed within an 18-month period) 	
Experience		
<ul style="list-style-type: none"> • Experience of running treatment based clinics/groups • Experience of partnership working • Experience of working in a multi-agency environment • Knowledge and experience in Quality improvement tools, techniques and methods • Experience of working with challenging behaviour as the postholder will have some exposure to disagreeable people related behaviour. • Experience in delivering difficult messages to service users to encourage them to adopt change to improve their lifestyle for improve their life expectancy 	<ul style="list-style-type: none"> • Experience in health promotion/public health work • Previous experience as an intermediate/sessional stop smoking advisor. • Knowledge of smoking cessation provision within the wider community. • Teaching/training experience • Previous post-registration experience. 	
Skills and competencies		
<ul style="list-style-type: none"> • Evaluation skills • Clinical audit • Ability to support and speak with patients in an appropriate manner. • Must be able to demonstrate the English language proficiency level required for this post. • Persuasive, motivational, negotiating and training skills are required 	<ul style="list-style-type: none"> • Motivational interviewing skills. • Counselling skills • Smoking cessation techniques 	

<ul style="list-style-type: none"> • Computer literacy and keyboard skills. • Self-motivation • Good communication skills, verbal and written • Good interpersonal skills. • Ability to work on own initiative and as part of a team • A commitment to smoking cessation and public health. • Ability to work flexibly with professionals of different backgrounds. 		
Physical, mental, emotional and environmental demands		
Physical <ul style="list-style-type: none"> • Frequent changes to activity and location. • Driving to locations across the region. • There is a requirement for periodic high physical effort, such as lifting, carrying heavy equipment to events, outreach clinics, training courses and meetings. • Ability to use the keyboard on a regular basis, particularly for entering client health data and patient record, requiring a high level of accuracy and precision. 		
Mental <ul style="list-style-type: none"> • Frequent concentration; work pattern predictable. • Able to deal with deadline, frequent interruptions and conflicting demands along with the ability to have periods of sensory attention. 		
Emotional <ul style="list-style-type: none"> • The post holder will assist patients both face to face and via telephone consultations. On a daily basis this will involve explaining medical concepts to patients and discussing complex and sensitive issues with individuals for example undertaking mental health assessments to ascertain suitability for medication, drug interactions with alcohol, quitting smoking whilst using cannabis, support pregnancy smokers to quit. This requires additional sensitivity during one to one clinics and group settings. • Exposure to clients with emotional or mental health problems, including psychiatric ward inpatients and those on the severe mental health register living in the community. • Occasional distressing or emotional circumstances within clinic and group work. 		
Working Conditions <ul style="list-style-type: none"> • Travel to a range of locations including community locations in the including occasional evening and weekends work depending on service requirements. 		
Other <p>It is an essential requirement of the role that the post holder has a valid driving licence</p>		

and is either a car owner and able to use the car for work purposes, or has a NCC personal lease vehicle which may be used for the role. However, NCC would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits