

## Job Description

<b>Job Title:</b>	<b>Tobacco Cessation Lead</b>
<b>Job Band:</b>	<b>Band 7</b>
<b>Department:</b>	<b>Respiratory</b>
<b>Responsible to:</b>	<b>Advanced Respiratory Practitioner</b>

### Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing excellent health care, improved health for all.



# Shaping #OurFuture

Vision

Excellent health care, improved health for all





Values



Goals



Deliver right care every time



To be a brilliant place to work and thrive



Drive sustainability financial and environment



Build innovative partnerships in Dudley & beyond



Improve health and wellbeing

Measures of success

Care Quality Commission rating good or outstanding Improve the patient experience survey results	Reduce the vacancy rate Improve the staff survey results	Reduce cost per weighted activity Reduce carbon emissions	Increase the proportion of local people employed Increase the number of services jointly delivered across the Black Country	Improve rate of early detection of cancers Increase planned care and screening for the most disadvantaged groups
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Programmes

Black Country system service transformation	Local leadership to address health inequalities	Research and development, education and innovation
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Dudley Improvement Practice



CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



RESPONSIBILITY

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## **Job Summary**

An exciting opportunity has arisen for a highly enthusiastic and motivated practitioner to undertake a newly created post. This new role will contribute to the delivery of the trust's tobacco cessation in patient service by providing high-quality, expert stop smoking interventions. Designed to support the delivery and local implementation of the national NHS Long Term Plan (LTP) supporting all patients to access and receive NHS funded tobacco cessation treatment. The post holder will work to review current smoking cessation provision and lead the development of a tobacco cessation service with a focus on reducing health inequalities.

We are looking for an enthusiastic and dynamic individual who can produce results in a challenging environment, it will be your responsibility to deliver and review the service regularly. The role requires an ability to manage time and resources effectively to ensure that targets are achieved and provide highly effective support for smokers who are admitted to Russell's Hall Hospital. The development and continuous improvement of appropriate and robust referral pathways, policies and standard operating procedures. The ability to engage patients who are admitted into Russell's Hall Hospital into the Tobacco Cessation Programme.

Experience of providing Tobacco Cessation interventions, project management, developing and delivering training would be ideally suited to this role, as would individuals with clinical experience in the hospital setting.

## **Structure Chart**

**Matron (Respiratory and Cardiology)**

**Advanced Clinical Practitioner – Respiratory**

**Tobacco Cessation Lead – this post**

**Tobacco Cessation Advisors**

**Admin**



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## Principal Duties & Responsibilities

1. Respond to all inpatients identified as smokers on admission who wish to stop smoking.
2. To assess inpatients tobacco dependence, devise a treatment plan and ensure tobacco independence care is given throughout the patients stay and follow pathways to continue support in the community on discharge.
3. Provide effective stop smoking support that is sensitive to individuals need in line with evidence-based guidance for inpatients who want to stop smoking.
4. Plan and deliver a comprehensive training programme to promote a systematic, proactive approach to stop smoking across the Trust following NICE guidelines.
5. Work autonomously in line with RHH smoke free policy, Long Term Plan, NICE guidance best practice
6. Support the development and implementation of policies and protocols and managing nicotine withdrawal for in patients and access to medication.
7. Deliver evidence-based stop smoking advice to people wishing to stop smoking in accordance with local and national protocols with one-to-one individual confidential support.
8. Plan care in partnership with clients and refer to colleagues or other health professionals if appropriate.
9. Explain to patients how their smoking relates to their illness, medical condition and /or social circumstances to ensure they can make an informed decision to stop smoking.
10. Formulate, document and evaluate personal stop smoking plans.
11. Act as a specialist resource for patients and staff in relation to stop smoking issues
12. Undertaking carbon monoxide monitoring of patients to support development of strategies to deal with withdrawal and longer-term relapse prevention.
13. Ensure that everyone who expresses an interest in stopping smoking is given information to understand what services can offer them collaborating with pharmacotherapy in line with trust protocols
14. Keep up to date with developments and innovation in practice and ensure all training, information, advice and evidence based practice.
15. Maintain own professional development.
16. Support the development of protocols for nicotine replacement products to be used to manage nicotine withdrawal for inpatients unable to smoke in hospitals or grounds.
17. Communicate well with a range of audiences to make sure that all hospital staff are aware of existing services and referral systems.
18. Maintain accurate records for national reporting procedures.
19. Use prevalence and health data to ensure that services are accessible and target those whose health is most at risk from continuing to smoke e.g., cardiology and respiratory patients.
20. Ensure all training meets the national standards set by the National Centre for Smoking Cessation and training.
21. Review, purchase, develop and distribute educational materials and resources such as training packs, leaflets, posters and CO monitors.
22. Plan, organise and prioritise own patient caseload and workload to ensure the demands of the service are met



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23. To establish effective working relationships with other health care professionals whose role impinges on the service

## Governance

1. To assist Matron, Lead Nurse and clinical Director in the continuous improvement of the quality of patient care through the implementation of clinical governance activities ensuring:
  2. Clinically effective and resource-based practices are implemented
  3. Ensure audits are undertaken and actions are taken to make improvements
  4. Clinical and non-clinical risks are identified and managed
  5. Patients have opportunity to give feedback and their experiences, are involved in planning and monitoring services and are provided with information.
  6. Information is used effectively to improve processes and practices
  7. Provide continuity between hospital and community care services
  8. Maintain a comprehensive data set to capture service activity, this will include referral attendance and outcome records to enable service evaluation and development
  9. Maintain records for quality and auditing purposes
  10. Delivering an operational service in the context of safety, quality and finance balance, whilst moving towards the long-term service and financial sustainability

## Resource Management

1. Contribute to the effective management of the smoking cessation budget to ensure agreed services are delivered and income and expenditure balance is achieved.
2. To be responsible for the effective management and deployment of a designated team of staff and resources to ensure patient needs, service objectives and targets are met.
3. To manage a defined team of staff effectively to include individual staff performance, appraisal, personal development plans, sickness and absence and disciplinary processes, keeping Matron and lead nurse up-to-date with identified staff management issues.
4. To assist the Matron and Lead Nurse in developing workforce plans for the speciality
5. To assist in the recruitment and selection process for the Stop Smoking Service

## Education, Training and Development

1. The post holder must maintain their own professional development.
2. Undertake personal development reviews for a defined team.
3. Provide Matron, Lead Nurse and the Practice Development Nurse with a report identifying the education, training and development needs of staff and assist with the development of the department training plan.
4. To create and maintain an effective learning environment for all staff including students.



5. To ensure all staff have access to appropriate support and supervision mechanisms which will enhance learning
6. To facilitate learning for all staff
7. To participate in the trust management programme and other development activity to the role.

## Personal

1. To keep up to date with clinical, professional, managerial developments and relevant NHS initiatives.
2. To be familiar with and comply with all statutory regulations and trust policies.
3. To provide a positive image of the trust
4. To maintain and improve knowledge and expertise in current developments and future trends in relation to management and practice, including the trusts strategy for nursing and scope of professional practice.
5. Be familiar with and comply with trust policies
6. Keep up to date with all mandatory training and updates
7. To maintain current registration with the NMC and to comply with standards set by them.
8. This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

## Organisational Values

### The post holder will:

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

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## Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.





## **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

## **Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

## **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

## **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

## **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

## **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.



<b>Prepared by:</b>	Donna Parry
<b>Date:</b>	02/03/2023
<b>Job evaluation completed:</b>	
<b>Job evaluation reference number:</b>	



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