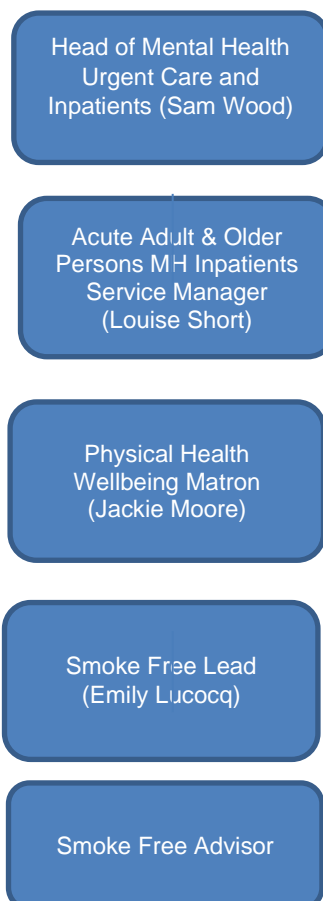


JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND	Smoke Free Advisor
HOURS AND DURATION	5 Up to 37.5 hours per week 12 Months fixed term contract
AGENDA FOR CHANGE REFERENCE NUMBER	3179R
DBS LEVEL	Enhanced
REPORTS TO	Smoke Free Lead
ACCOUNTABLE TO	Smoke Free Lead
LOCATION	Base BMHU (covering DMH inpatient services)
JOB SUMMARY	
<p>Smoke Free Service</p> <p>This job description is an outline of the main duties of the post. The post holder will be required to undertake other duties commensurate with the grade as directed.</p> <p>The post holder will provide tobacco treatment advice and support to individuals and groups of service users, who want to stop smoking, reduce their harm from tobacco or for temporary abstinence when in hospital. This will be for both patients, staff, and in some instances parents/carers of people who have been admitted to inpatient services across Leicestershire Partnership Trust.</p> <p>This post will contribute to tackling inequalities in health through promoting and supporting service users with severe mental health problems or learning disabilities to stop smoking.</p> <p>Specifically, the post holder will:</p> <ul style="list-style-type: none"> • Will have a good understanding and experience of working within a mental health setting. • Liaise with clinical teams to agree which services users will be offered support from the Tobacco Dependency Treatment Service. • Promote the general health and wellbeing of people who use the service through offering one-to-one and group tobacco addiction advice and support. • Work with service users to change their behaviour to improve their health. • Act as a smoke-free champion promoting the smoke free message through their day-to-day work. 	

- Provide advice and support to ward staff, including providing or reinforcing training provided to inpatient teams to reduce harm from tobacco and the promotion of smoke free settings.
- Ensure robust discharge planning for the patient's ongoing tobacco dependency treatment for patients wishing to quit or who have an ongoing harm reduction programme.
- To have a comprehensive mental health founded knowledge of the health harms of smoking and the benefits that cessation offers and to educate and promote this within the Trust.
- To plan and manage your time and schedule of meetings, trainings, and support sessions across Trust and partners sites across Leicester, Leicestershire, and Rutland.
- Coordinate Trust-wide activities in support of the above: promotion of activities, organisation of activities.

DMH - Reporting arrangements



WORKING RELATIONSHIPS

The scope of this role will require the postholder to be in communication with many of the following, but not exclusive to, on a regular basis.

- Head of Mental Health Urgent Care and Inpatients
- Tobacco Dependency Treatment Programme Manager
- Other Tobacco Dependency Treatment Advisors based in Community Stop Smoking Services
- All trust staff including Nursing staff, Medical staff, Allied Health Professionals and Psychologists, Ward Clerks and Admin Support Officers
- Patients and their families

- To link with the Trust Wellbeing agenda and team for patients.

COLLABRATIVE WORKING

The Trust's Tobacco Dependency Treatment Service supports those with severe mental health conditions and/or learning disabilities and staff to stop smoking or to reduce the amount they smoke. It is also the lead on developing smoke free sites within the Trust, promoting the smoke free message across the grounds, and providing training to staff on tobacco harm reduction / smoking cessation.

The Tobacco Dependency Treatment Service is part of a broader programme, which will also increase the Trust's focus on other aspects of prevention, such as promoting physical activity and active transport, alcohol, healthy diets, healthy NHS premises, air pollution.

Tobacco Dependency services are in place in other Trusts and Local Authority organisations across Leicester, Leicestershire, and Rutland and as well as working collaboratively internally, Advisors will be expected to form fruitful collaborative working relationships with their professional peers across the region.

MAIN DUTIES AND RESPONSIBILITIES:

KEY JOB RESPONSIBILITIES

Leadership

- Create a positive cessation culture with regards tobacco dependency within the Trust.
- Demonstrate health promoting behaviours personally and refrain from engaging in smoking on Trust premises.
- Help develop the Smoke-Free message with line-manager and colleagues.
- Act as a smoke-free champion promoting the smoke free message through your day-to-day work.
- To attend appropriate meetings whether locally, regionally or nationally, whereby key issues surrounding smoking cessation and tobacco control are to be discussed, or policies reviewed.

Service Delivery

- Delivery of Tobacco Dependency Treatment Care Pathway assessments, advice and behavioural support sessions, including advice on stop smoking medications and e-cigarettes, working within recommended protocols and guidelines.
- Develop and implement individually tailored support plans including recommending treatments based on assessment of mental state and behavioural support needs.
- Provide general health and lifestyle advice and support to people using the service e.g. healthy eating, physical activity, stress management.
- This will include individual and group-based interventions.
- Ensure the quality delivery of Tobacco Dependency Treatment support to patients with severe mental health conditions and who are inpatients in both acute
- Routinely provide advice and support to ward staff including providing training.

- Be first line support for queries or concerns raised in relation to tobacco dependency treatment input for patients.
- Support patients, who wish to, switch to Nicotine Replacement Therapy whilst in mental health inpatient settings, in line with the NHS Long term Plan.
- Ensure robust discharge and referral planning for ongoing tobacco dependency treatment support for patients wishing to quit maintain their quit or harm reduction attempt. This will be recorded within the patient records system
- Identify barriers which prevent groups and individuals from accessing the service and develop initiatives to address those barriers.
- Work closely with the Community Stop Smoking Services and LPT Community Mental Health Services managing a smooth transition of patient support upon discharge back into the community.
- Help to facilitate smoke free environments.

Performance Management

- To contribute to the monitoring and evaluation of the service, including the completion of the minimum data set requirement. This will include following up 'quitters' who do not attend for planned support.
- Input into the development of new delivery approaches based upon outputs from monitoring and evaluation.
- Maintain accurate patient and staff records in line with Trust guidelines.
- Respond effectively to referrals within stated timescales.
- Ensure administrative duties are carried out efficiently and effectively in order to meet the needs of the service:
 - Picking up referrals into the service from admitting staff: SystemOne
 - Detailing initial treatment plans following patient consultation: SystemOne
 - Noting treatment progress as support sessions are delivered or relevant information is obtained through staff or patient interactions: SystemOne
 - Referring discharged patients into local Community Stop Smoking Services using appropriate referral pathway
- To contribute to reports

Research and Development

- To support the monitoring and evaluation of patient feedback, offering recommendations as part of the team to improve services.
- To support the marketing and promotion of the service alongside other colleagues.
- Act as a smoke free champion, discussing smoking with smokers on site and offering appropriate advice.
- Undertake specific project and/or development activities under the supervision of the Tobacco Dependency Programme Manager.

Quality and Risk

- Alert line manager to any issues in work (including concerns about individuals or work in the community) and maintain confidentiality.
- At all times treat patients, visitors and colleagues with dignity and respect, exercising discretion and maintaining confidentiality in line with Trust values.
- Work with individuals who will often be in a state of acute psychological and/or physiological distress.

- Manage dynamics with service users and/or their family members of caregivers who may see you as either the source of distress i.e., not letting them smoke, or see you as an appropriate target of venting associated distress or anger.
- Ensure that no action or omission on your part is detrimental to the condition, safety, well-being, and interest of the patients.
- Work in a collaborative and co-operative manner with other members of the care team and observe operational policy and procedure requirements.
- Promote a safe working environment at all times, reporting untoward incidents in line with Trust Policy.
- Take every reasonable opportunity to maintain and update knowledge, competence and skill.

Education and Training

- To be involved in practice awareness raising sessions in the Trust and to reinforce/provide the training provided training to reduce harm from tobacco and the promotion of smoke free settings.

Other Duties

- This job description is an outline of the main duties of the post. The post holder will be required to undertake other duties commensurate with the grade as directed.

KEY RESULT AREAS:

Performance indicators related to this role and the service generally will include:

- Percentage of identified inpatient smokers contacted
- Percentage of identified inpatient smokers accepting service
- Satisfaction feedback from service users
- Inpatient quit attempts
- Inpatient quit success
- Inpatient abstinence attempts
- Inpatient abstinence success
- Inpatient NRT uptake and success

COMMUNICATION AND WORKING RELATIONSHIPS:

The scope of this role will require the postholder to be in communication with many of the following on a regular basis (this is not an exhaustive list):

Head of Mental Health Urgent Care and Inpatients

Tobacco Dependency Treatment Programme Manager

Other Tobacco Dependency Treatment Advisors

Community Stop Smoking Services Staff

All trust staff including Nursing staff, Medical staff, Allied Health Professionals and Psychologists, Ward Clerks and Admin Support Officers

Patients and their families

External stakeholders, CCG, Community Stop Smoking services, and Voluntary services.

PHYSICAL DIMENSIONS:

- Ensure physical assets and resources are used effectively.

EFFORT AND ENVIRONMENT

Mental Effort:

Frequently required analyse behavioural approaches to deliver tailored behavioural interventions to patients with complex needs.

Frequent requirement for prolonged concentration e.g. active and prolonged participation in support sessions.

Emotional effort required in the job:

Given that smoking behaviours are often rooted in complex trauma, supporting patients to quit or abstain may result in some of these traumas coming to the fore either directly through disclosure or indirectly through the display of challenging emotionally charged behaviour.

Working Conditions of the Post (Environment)

The post will be based at the Bradgate Mental Health Unit at Glenfield Hospital. The role will involve a good deal of walking throughout the day visiting patients and attending sessions and meetings. There will also be offsite work visiting patients at their homes or in the community, as well as meetings with colleagues locally.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



Valuing one another



Recognising and valuing
people's differences



Working together



Taking personal
responsibility



Always learning and
improving

ADDITIONAL INFORMATION

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary, kept up-to-date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage

CONFIDENTIALITY

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safeguards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis

5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Appli- cation form	Intervi- ew	Test	Prese- ntation
Demonstrates a commitment to the Trust's Behaviours Valuing one another Recognising and valuing people's differences Working together Taking personal responsibility Always learning and improving	3 3 3 3 3		x x x x x		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated) 1.1 substantial experience working in a mental health setting either clinically or delivering a similar health promotion intervention 1.2 Undergraduate degree or above in subject relevant to mental health or health promotion. 1.3 Smoking Cessation Training Level 2 or willing to undertake within 3 months of starting in post.	3 3 3	X X X			
Experience (both work and 'life' related) 2.1 Experience of working in the NHS in the community or hospital setting. 2.2 Experience of working with people with severe mental health conditions and / or learning disabilities.	2 3	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
2.3 Experience of providing healthcare, healthcare advice or health promotion advice to patients or members of the public.	3	X	X		
2.4 Experience of providing help, support and/or counselling on a one to one or group basis.	2	X	X		
Knowledge and Skills					
3.1 Computer literate, experience of using Microsoft Office software.	3	X	X		
3.3 Knowledge of evidence-based smoking cessation initiatives.	2	X	X		
3.4 Exceptional organisational skills	3	X	X		
3.5 Ability to work and communicate in group settings	3	X	X		
3.6 Good knowledge and understanding of evidence-based practice in smoking cessation, the consequences of smoking and the benefits of quitting.	3	X	X		
3.7 Ability to build and maintain good working relationships with professionals / individuals from different professional backgrounds.	3	X	X		
3.8 Excellent communication (written and verbal) and listening skills.	3	X	X		
3.9 Ability to manage own workload	3	X	X		
3.10 Understand and maintain confidentiality issues.	3	X			
3.11 Experience of using clinical systems.	2	X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<p>3.12 Understanding of monitoring and evaluation for service improvement</p> <p>3.13 Knowledge of principles of health promotion and issues of health inequality</p>	<p>2</p> <p>2</p>	<p>X</p> <p>X</p>	<p></p> <p>X</p>	<p></p> <p></p>	<p></p> <p></p>
<p>Personal Attributes</p> <p>4.1 Well-developed interpersonal skills. Ability to use tact and persuasion skills to support intervention with service users.</p> <p>4.2 Enthusiasm and ability to motivate self and others.</p> <p>4.3 Commitment to the promotion of equality of opportunity.</p>	<p>3</p> <p>3</p> <p>3</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p>	<p></p> <p></p> <p></p>
<p>Interpersonal Skills</p> <p>5.1 Excellent communications skills, written and oral</p> <p>5.2 Able to work collaboratively with partner organisations</p> <p>5.3 Ability to influence and motivate staff to help foster stop smoking culture within the trust.</p>	<p>3</p> <p>3</p> <p>3</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p>	<p></p> <p></p> <p></p>
<p>Trust Commitments all Applicants are Expected to Demonstrate</p> <p>6.1 Awareness of Equality & Valuing Diversity Principle</p> <p>6.2 Understanding of Confidentiality & Data Protection Act</p> <p>6.3 Understanding of the Trust's service user group (which could include lived experience of conditions the Trust deals with or</p>	<p>3</p> <p>3</p> <p>3</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p>	<p></p> <p></p> <p></p>

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
of receiving services relevant to those the Trust provides) 6.4 Fully supportive of Trust's smoke free policy acting as a smoke free champion.					
Mobility 7.1 Willingness to travel to deliver responsibilities (own or public transport as needed).	3	X	X		
Working hours 8.1 Ability to work flexible hours when team / service requires including evenings and weekends	3	X			