**SINGLE CORPORATE SERVICES**

**OCCUPATIONAL HEALTH AND WELLBEING**

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| **Job title:**  | Smoke Free Site Organisational Lead | ***To be completed by HR*** *Job Reference Number*  |
| **Reporting to:**  | Head of Occupational Health and Wellbeing |
| **Accountable to:**  | Director of Organisational Development |
| **Pay Band:**  | 7 |

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

**Job purpose**

This role works clinically and strategically to lead the implementation of the Trust’s Smoke Free Policy and Plan, developing access to stop smoking treatment in a variety of settings.

To improve and promote the delivery of tobacco dependency training. Working across sites to support the delivery of the service key performance indicators and other reporting indicators for tobacco dependency.

To develop positive links with local services and community services (e.g. GP practices and pharmacies) to develop and improve tobacco dependency services.

To take a data led approach to work, supporting with data analysis and interpretation for reporting purposes.

**Job summary**

* Lead the trust smoke free site policy in a clinical and strategic role to develop access to stop smoking treatment in a variety of settings.
* Support the delivery of the trust-wide smoke free implementation plan
* Improve and promote tobacco dependency training and support across the acute hospital to support the delivery of the service key performance and reporting indicators for tobacco dependency.
* Maintain a high standard of work and prioritise own workload according to the needs of the service
* Work positively with colleagues to maintain effective relationships, internally and externally.
* Complete competency-based training.
* Liaise with healthcare professionals within local trust and community services including GP and pharmacies to develop and improve current tobacco dependency services.
* Accurately record data required to support the monitoring and evaluation of the tobacco dependency service.
* Maintain client confidentiality and ensure the security of client identifiable information in line with Caldicott Principles.
* Manage referrals and communications with patients, practices and stake holders.
* Support data analysis and interpretation with the tobacco dependency team to ensure that the service reports according to local and national guidelines and operating procedures.
* Support the development of the service by sharing ideas, participant feedback, reviewing processes and updating participant information resources.
* Share knowledge and experience with the wider team to encourage best practice.
* Work flexibly as required, to include weekend and evenings

**Organisational Chart** –

**Specific Core Functions**

***Clinical/Professional***

* Assess, plan, implement and evaluate care of patients.
* Work unsupervised with clients on a one to one or group basis to promote smoke free site initiatives and tobacco dependency services available.
* Interpret and communicate smoking related issues.
* Identify existing/ potential barriers in accessing acute services related to health inequalities and promote initiatives to overcome these barriers
* Recommend medication to prescribers and accept referrals from other health care professionals. This forms part of the patients overall care package, which requires communication with consultants, nurses, midwives and pharmacists.
* Work as an autonomous practitioner making clinical decisions relevant to patient care and treatment / management plan
* Ensure that the service adopts a Making Every Contact Count (MECC) approach in contacts with clients.
* Ensure there is an environment where health promotion and informed patient choice are encouraged and developed with the available resources.
* Demonstrate expert and specialist knowledge and skills through practice of the highest standard.
* Maintain a high profile in the clinical care setting, act as a role model and provide senior support and advice to colleagues.
* Complete and maintain the required specialist training and interpersonal skills and competence required as an autonomous practitioner
* Act as patients advocate in all matters relating to their care, treatment and welfare acknowledging and incorporating cultural preferences, health beliefs and behaviours
* Respond to enquiries from relatives, carers deal with concerns, formal complaints, including PALS concerns and actively problem solve to improve the patients experience
* Comply with NMC/HCPC Professional Registration (if applicable to the post-holder), practice in line with current Code and keep up to date with competencies and practices where relevant
* Ensure accurate clinical records are kept in line with current NMC/HCPC guidelines on records and record keeping and Trust policies

General Duties

* Improving VBA across the trust,
* Engaging smokefree champions
* Setting up bespoke projects with the support of community stop smoking service TDAs (e.g. stop before the op).
* Outpatient support
* Engage with those smoking on site and sharing smoke free guidance (staff, visitors and patients)
* Contact for the trainee placements for smoke free site engagement
* Help with expediting projects such as implementation of automated digital referrals to the Tobacco Dependency Team.
* Support with the admin around onward referrals to community stop smoking services
* Improving compliance in recording smoking status
* Engaging with staff and on site contractors on engaging with smoke free site policy, directing towards support
* Support the A&E triage model (particularly for those not being admitted)
* Improving links with community stop smoking services
* Working with wards and clinical teams on how to support patients with the new smoke free site policy
* Ensure smoke free site materials are available to all clinical teams

***Management/Leadership***

Professional / managerial:

* The post holder is required to build working partnerships with a range of personnel across all staff groups and operate as a link and specialist reference point for staff.
* A key aim of this role is to develop and promote tobacco treatment/ VBA Training to improve access to tobacco dependency services for patients and opt out referrals into the service.
* Lead and manage pathways to provide behavioural intervention and stop smoking medication for clients to support their nicotine addiction whilst in hospital
* Lead the provision of education and training for nurses, medical staff, the wider multi-professional team and allied health professionals.
* Management of budget
* Responsible for ensuring that partner agencies are aware of all procedures and referral processes.

Policy and service development:

* Follow policies, make comments on proposals for change. Implement policies and propose changes to working practices or procedures in own work area
* Work with a variety of agencies to ensure the smoke free site implementation plan contributes to the trust public health strategic plan.
* Make recommendations with regards to changes in policy, procedure or systems in relation to tobacco dependency/ smoke free site in relevant settings/groups.
* Devise protocols, negotiate and assist in their implementation, with a specific regard to the effect on patient care
* Explore ways of developing the tobacco dependency service and enabling access for target groups.
* Work with all members of the team to ensure that all national targets, standards and guidance are achieved.
* Lead the development and implementation of policies and procedures relevant to public health

**Research and Development**

* To liaise with the other members of the team to identify audit needs and develop clinical audit within all levels of the service and across professional and sector boundaries.
* Lead the development & implementation of audit tools to assess patient experience and satisfaction within specialist area
* Promote and facilitate research, audit and evidence-based practice within the trust to improve patient care
* Remain up to date with developments in research and evidence-based practice in relation to own and associated areas
* Proactive in developing own and others practice and in contributing to quality improvement within the trust
* Audit and monitor standards of care against best practice in order to provide a continually improving service and ensure best practice
* Lead and work within the team to identify priority areas of practice development within specialist area

***Communication and Working Relationships***

Information resources:

* To initiate and 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.
* Competent use of relevant IT programmes
* Maintain accurate record keeping and documentation within patients’ records, integrated care pathways and electronic systems
* Adhere to information governance procedures
* Manage the effective implementation, utilisation and development of information technology systems within the specialist area in order ensure the provision of accurate clinical and statistical data
* Provide reports to senior members of the trust as required in relation to activity and service delivery
* Retrieve patient information from computer systems including patient results acting on them appropriately
* Complete relevant records relating to annual leave, study leave and travel expenses
* Ensure that all necessary information on patient activity is correctly recorded.

Communications and relationships:

* Working within an environment which can be highly emotive.
* Communicate sensitive/ highly sensitive, confidential information concerning patients/clients requiring empathy, persuasion and reassurance. Some may have additional needs; patients/clients may be hostile, antagonistic.
* Establish and maintain effective communication and relationships with multi professional / multi agency teams, individuals and groups about highly sensitive or complex matters
* Communicate with all staff groups including nursing, medical staff, GP’s and other health professional.
* Actively assist patients to manage their nicotine withdrawal and tobacco treatment care plan, with support from tobacco dependency advisors and ward staff.
* Provide support and advice on the carbon monoxide monitors and provide adequate supplies of the consumables for staff.
* Work in partnership with multi-professional/ educational staff to provide a comprehensive, innovative clinical skills and competency education framework.
* Establish good relationships and leadership with staff at all levels to motivate and advise on achieving high standards of care in helping patients in treating tobacco dependency
* Demonstrate leadership in clinical practice with a caring, nurturing attitude at all times
* Raise the profile of the tobacco treatment care needs of patients across secondary care provision, bridging the gap between acute clinical care areas to enable better communication and access to health care.
* Support the development of healthcare information and resources in accessible formats for service users and their families / carers.
* Develop constructive relationships by engaging in planning meetings
* Communicate using a range of methods e.g., presentations, written reports and training sessions etc.
* Escalate complaints from patients, relatives and staff as required
* Act as a resource to wider hospital and community services re: Smoke free site policies and support for tobacco dependence.

The post will work closely and collaboratively with all Divisions across the trust Within the Trust:

* Tobacco Dependency Team
* Respiratory Consultants
* Patient Safety Specialists
* Matron’s / Clinical Leads
* Trust Wide Education Leads
* Head of Patient Experience
* Clinical Programme Team
* Information Analysts
* Estates
* Security

External to the trust:

* Primary care providers
* ICB

**Key Responsibilities**

***Communication and Working Relationships***

* The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

**Analytical and Judgement**

* Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

***Planning and organising***

* Planning and organisation of straightforward tasks, activities, or programmes, some of which may be ongoing.

**Physical Skills**

* The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

***Patient Client Care***

* Develops specialised programmes of care/care packages, or provides highly specialist clinical technical services, or provides highly specialised advice concerning the care or treatment of identified groups or categories of patients/clients, or accountable for the direct delivery of a service within a sub-division of a clinical, clinical technical or social care service.

***Policy and Service Development***

* The post holder is responsible for the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.

***Financial Management***

* The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

***Management/Leadership***

* The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

***Information Resources***

* The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems,

***Research and development***

* Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

***Freedom to Act***

* Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

***Physical effort***

* A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

***Mental effort***

* There is a frequent requirement for concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged concentration.

***Emotional Effort***

* Frequent exposure to distressing or emotional circumstances, or occasional exposure to highly distressing or highly emotional circumstances, or frequent indirect exposure to highly distressing or highly emotional circumstances.

***Working conditions***

* Exposure to unpleasant working conditions or hazards is rare.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | ***How criteria will be assessed*** |
| **Qualifications** | Educated to degree level in relevant health and social care management studies subject or equivalent level qualification or significant experience of working at a similar level in specialist area.Further training or significant experience in project management, tobacco dependency or supporting change management processes. | Completed National Centre for Smoking Cessation Training Modules | **A/I****A/I** |
| **Experience**  | Demonstrated experience of co-ordinating projects in complex and challenging environmentsSignificant experience of successfully operating in a politically sensitive environmentExperience of managing risks and reportingExperience of drafting briefing papers and correspondence at senior management team level | Experience of working in a similar postExperience in wider government departments providing data intelligence. | **A/I****A/I****A/I****A/i** |
| **Knowledge**  | Knowledge of health service or social care management, including change management acquired through training and experience to masters level equivalentExperience of working in smoking cessation within health and social care networks and systemsExperience of managing a project team | Subject matter experience across a number of key areas relating to tobacco dependencyKnowledge of Health Inequalities and prevention priorities relating to smoking | **A/I****A/I****A/I** |

**Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with particular regard to

• Risk Management

• Health and Safety

• Confidentiality

• Data Quality

• Freedom of Information

• Equality Diversity and Inclusion

• Promoting Dignity at Work by raising concerns about bullying and harassment

• Information and Security Management and Information Governance

• Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

* Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
* All staff should be aware of the Trust’s Infection Control policies and other key clinical policies relevant to their work and how to access them.
* All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
* To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
* Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
* Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
* Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
* Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
* Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
* Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
* Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff.  All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
* If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
* Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
* Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.