

## JOB DESCRIPTION

### STOP SMOKING PRACTITIONER - PREGNANCY SERVICE

#### MAIN PURPOSE

The Stop Smoking Practitioner will deliver one to one stop smoking interventions within a wide range of settings (both face-to-face and telephone) across South Gloucestershire. The service provides smoking cessation support to pregnant women.

The post holder will be required to work flexibly across South Gloucestershire as required ensuring their skills, expertise and knowledge are fully utilised.

#### SUMMARY OF RESPONSIBILITIES AND DUTIES

- In conjunction with the Delivery team lead, plan and deliver an appropriate and accessible cessation service within the delivery team area.
- Provide cessation support including one to one and group support.
- Routine maintenance and the checking and calibration of carbon monoxide monitors in line with service schedules to ensure validity of quits in line with department of health guidelines.
- In conjunction with delivery team lead, conduct analysis and evaluation of designated programmes in order to improve the quality of service.
- Be responsible for identifying issues or concerns to line manager, so that appropriate action can be taken.
- Contribute to ongoing needs assessment, audit and other governance programmes in relation to activities as part of the health improvement agenda.
- To contribute to the development, delivery and evaluation of smoking cessation training.
- To take responsibility for own professional development in accordance with the outcomes from the annual development review, in order to meet the requirements of the Knowledge and Skills Framework and appraisal system.
- Marketing to support the promotion of the stop smoking service.
- Responsible for accurate uploading of own client data onto database whilst ensuring client confidentiality.
- Ensure follow up of clients is carried out in line with service protocol.
- Keep accurate records in accordance with trust policy and data protection.
- To assist in producing reports and analysis of data that contribute towards improving service delivery and better client care.
- To utilise a range of complex motivational, influencing and negotiating skills to increase clients' motivation and adherence to stop smoking.
- Responsible for personally identifiable client data as part of ongoing programme attendance etc., working within the data protection policies.

## PERSON SPECIFICATION

### 1. SKILLS & ABILITIES

- A commitment to continuous service improvement with expert insight into patients' needs, so that all patients receive high quality care.
- Understanding of harmful effects of smoking, smoking as an addiction behaviour, withdrawal and relapse.
- Clear understanding of the range and appropriate use of different smoking cessation interventions.
- Passionate about putting patients first and delivering a high-quality service.
- Proven ability to relate, motivate and confidently engage individuals in activities and discussion as part of 1-2-1 situations.
- Emotionally sensitive and empathetic to members of the public who wish to improve their health.
- Ability to work independently and manage own workload; able to work effectively and supportively as a team member.
- Able to remain positive and constructive under pressure.
- Sound interpersonal skills with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers.
- Evidence of experience in embracing and implementing change to provide high quality health outcomes.
- Good presentation of self: enthusiastic, innovative and flexible. Self-motivated, committed and conscientious.
- Excellent verbal and written communication skills in order to effectively communicate with a wide range of individuals including participants, colleagues and external partners.
- Proven planning, organisational, timekeeping and evaluation skills.
- Ability to organise, monitor and check work to ensure no element of a task is left unfinished.
- Knowledge of maintaining records and monitoring system.
- Ability to use generic software packages.
- Be confident in the use of Microsoft Office packages including Word, PowerPoint, Excel and Outlook.

### 2. KNOWLEDGE

- Sound knowledge of delivering smoking cessation interventions and advising on smoking cessation to special populations.
- Knowledge of NICE guidance, NCSCT and PHE standards relating to the treatment of smoking cessation.
- Knowledge and understanding of the Patient Confidentiality Act, Safeguarding and the Data Protection Act.

### 3. EXPERIENCE

- Minimum of 1-year experience working in smoking cessation or healthy lifestyle programmes across a range of service settings, such as community, primary care, and in-patient settings.
- NCSCT Accredited/Registered Stop Smoking Practitioner (or willingness to obtain this – training will be provided).
- Experience of working with adults in a 1-2-1 environment, to support positive lifestyle change.

- Experience of using behaviour change models within a work context.
- Experience of working in a multi-cultural setting with patients of different cultures, genders and ages.
- Experience of working to time schedules.
- Experience of working to challenging performance targets and achieving excellent outcomes.
- Experience working with pregnant women is advantageous.

#### 4. QUALIFICATIONS

- NCSCT Accredited Stop Smoking Practitioner (or willingness to obtain this – training will be provided)
- Functional Skills at Level 2 (Literacy and numeracy/ GCSE grade A-C or equivalent in English and Maths)

#### 5. SPECIAL CONDITIONS

- Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
- Role may require evening / weekend working, with variable levels of travel across South Gloucestershire, working in a variety of settings including home visits, the community and community centres.
- Full UK Driving licence and access to a car for work- with 'business purposes' insurance.
- Ability to travel across South Gloucestershire to areas where public transport may not be available.
- Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
- This post involves working with vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

#### 6. SAFEGUARDING

**Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.**