

## Role Profile

Details	
<b>Job Title:</b>	<b>Stop Smoking Specialist</b>
<b>Job Grade:</b>	<b>Officer</b>
<b>Reports to:</b>	<b>Health Initiatives and Services Manager</b>
<b>Based in:</b>	<b>Harrogate or Hull</b>
<b>Hours:</b>	<b>Full time, 37 hours</b>
Overall purpose of the role	
<p>Yorkshire Cancer Research is looking to recruit a Stop Smoking Specialist to help deliver our stop smoking service and underpin our commitment to support people to stop smoking and reduce the risk of cancer. The stop smoking specialist will provide specialist advice and support to our service users around tobacco addiction and provide evidence-based approaches in line with national guidance and good practice to help them to quit smoking.</p> <p>This role will be part of a growing team at the charity and will be vital in the implementation of our strategy to ensure people in Yorkshire receive the best prevention, diagnosis and treatment. The role will deliver evidence-based stop smoking interventions to patients referred into the service, providing support, advice and guidance either face to face, virtually or by telephone to maximise quitting outcomes. The post holder will work as part of a team to respond to referrals and work closely with our Active Together Services, that are being rolled out across Yorkshire, and NHS Trusts where we fund in patient smoking cessation programmes.</p>	
Key responsibilities	
<p><b>Provide &amp; Monitor Care</b></p> <ul style="list-style-type: none"> <li>• Autonomously deliver smoking cessation assessments, advice and support, minimizing harm from tobacco and health-related issues in line with best guidance and protocols.</li> <li>• Undertake client assessments, making appropriate pharmacotherapy decisions, provide ongoing client support and undertaking 4 and 12 week follow-ups.</li> <li>• Advise on stop smoking medications to patients including all forms of NRT, vapes (e.cigarettes) as well as non-nicotine treatments.</li> <li>• Manage a stock of NRT and Vaping Starter kits.</li> <li>• Help patients who smoke to quit, communicating in a sensitive, client centred manner.</li> <li>• Undertake Carbon Monoxide (CO) testing for patients who engage with the service. Both at first contact with the service and 28 days following discharge (where possible).</li> <li>• Liaise with health care providers to ensure robust continuity of care for the patients, including arranging prescription only stop smoking medication (agreeing follow-up appointments/contacts, feeding back to healthcare partners e.g., GP/primary care).</li> <li>• Respond effectively to referrals within stated timescales. Work closely with the staff of other funded projects ensuring a smooth hand over of patient care.</li> </ul>	

## **Monitoring & Evaluation**

- Contribute to the monitoring and evaluation of the service, including the completion of the minimum data set aligned to NHS England mandatory requirements. This will include following up with patients following discharge to monitor stop smoking outcomes.
- Manage caseload of patients and be responsible for all associated tasks, including follow-up appointments, and managing diary commitments.
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating, or handing over responsibility for care to ensure that smoking cessation records are kept up to date and accurate.
- Undertake specific project and/or development activities under the supervision of the Service Manager.
- Ensure administrative duties are carried out efficiently and effectively in order to meet the needs of the service.
- Alert the line manager to any issues in work (including concerns about individuals) and maintain confidentiality.
- Always promote a safe working environment, and report untoward incidents in line with the charity's policy.

## **Partnership Working**

- Work collaboratively and co-operatively with other members of the team and observe operational policy and procedures requirements.
- Actively help to facilitate a smoke free environment at the charity through your day-to-day work. Liaise with a variety of internal and external partners to help build good networks and ensure sufficient referrals to the service are maintained.

## **Public and Patient Involvement (PPI)**

- Work with the Services Manager and Head of Services to ensure that public and patient insight and involvement is captured, which will shape the development, delivery and evaluation of our service to make sure they are patient centred.
- When required be the first point of contact for complaints and implement the complaints procedure in a timely manner.
- Patients may not wish to engage with the service offered and you will be required to respond appropriately, supporting patient choice.
- You will encounter a wide range of patients in the course of your duties and of particular significance will be the need to ensure a patient centred service.

## **Work as 'One Team' within Yorkshire Cancer Research**

- Work with the Services Manager and Head of Services to identify other areas that the charity could have an impact by implementing Health Initiatives and Services that meet the charity's strategy.
- Provide routine reports and information relating to the progress and impact of the service.

- Work in collaboration with the Communications and Marketing teams to provide stop smoking resources to benefit our service users as well as ensure maximum publicity and recognition is gained through our work.

#### Other duties

- Undertake other duties relevant to the purpose of the role as requested by the Head of Services and the charity.

#### Qualifications

- Educated to GCSE (or equivalent) grade C or above in English and Maths.
- NVQ level 3 in Health care (or equivalent) is desirable but not essential.
- Demonstrable evidence of continuing professional development.
- National Centre for Smoking Cessation Training (NCSCT) Level 2 trained (essential).

#### Knowledge and experience

- Intermediate theoretical knowledge of stop smoking support, gained through Level 2 NCSCT.
- Substantial experience of providing smoking cessation support in a stop smoking service with good levels of quit rates.
- Experience of working in Health and Social Care setting or community.
- Experience of providing healthcare, healthcare advice or health improvement/promotion advice to patients or members of the public.
- Experience of using Microsoft Office software and patient management systems such as Quit Manager .
- Knowledge and experience of database management and an understanding of its importance in the effective day to day delivery of health services.

#### Skills and abilities

- Proven IT skills, including data entry, accurate reporting of agreed care plans, using IT infrastructure to support effective handover of care.
- Knowledge of health improvement procedures.
- Good knowledge and understanding of evidence-based practice in stopping smoking, the consequences of smoking and the benefits of quitting.
- Ability to build and maintain good working relationships with professionals / individuals from different professional / cultural backgrounds.
- Excellent communication (written and verbal) and listening skills.
- Good organisational skills.
- A good understanding of GDPR and confidentiality issues.

#### Other requirements

- Ability to travel across the Yorkshire region.
- A willingness to complete our pre-employment checks (to be undertaken once the role is offered and accepted) which include:
  - A check on your employment history by seeking two references
  - A check on your eligibility to work in the UK as per the Immigration, Asylum and Nationality Act 2006
  - A check on your highest educational achievement(s)
  - A check on your professional qualification(s)
  - A DBS check at the level relevant to your role.

#### **DBS Check Level**

- This role requires a DBS check at enhanced with adults barred list level due to the requirement to provide healthcare and advice.

#### **Values and behaviours**

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' included in this pack).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing Charity branded clothing or whilst on duty. If the post holder chooses to, the Charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

# Our Values & Behaviours

## Our Values



## Our Behaviours

	Behaviours
Here for Yorkshire	<p><b>The needs of people in Yorkshire come first</b></p> <p>Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act.</p> <p><b>People are the heart of everything we do</b></p> <p>When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.</p>
United by the Cause	<p><b>United by the need to <i>Give Yorkshire More Life to Live</i></b></p>

	<p>We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.</p> <p><b>We collaborate with each other and other organisations</b></p> <p>We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.</p>
<b>Think Big and Bold</b>	<p><b>We deliver world-leading research and services</b></p> <p>We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation.</p> <p><b>We dare to think differently to Give Yorkshire More Life To Live</b></p> <p>We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals.</p> <p>Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.</p>
<b>Making it Happen</b>	<p><b>We create and build solutions</b></p> <p>We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision.</p> <p><b>We approach our work with positivity, energy and drive</b></p> <p>We see every challenge as an opportunity to provide a solution.</p> <p>When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>.</p> <p>We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.</p>

