JOB DESCRIPTION: Smoking Cessation maternity support worker

1. JOB DETAILS

Job Title: Maternity Support worker – Smoking Cessation

Band: 3

Hours of work: 37.5

Department / Ward: Community and Hospital

Division: Families

Your normal place of work is within the Bolton, Salford and Bury MIB footprint, or such other location within The Bolton NHS Trust or its associated sites where you may reasonably be required to work for the proper performance and exercise of your duties.

2. ORGANISATIONAL ARRANGEMENTS

| Head of Midwifery / Divisional Nurse |
| Director |
| Matrons |
| Ward manager/Team leader/ HIT team manager |
| Specialist Midwife/ HIT team advisor |

3. Job Purpose:

Work with the HIT team, the specialist midwife and other maternity team members in providing individualised smoking cessation support to women and families in a flexible and innovative way.

Provide intermediate smoking cessation support throughout pregnancy and the post-natal period, using the support of interventions such as CO monitoring and Nicotine Replacement therapy. Work with the specialist midwife/lead advisor for smoking cessation to undertake the Smoke free pregnancy reward scheme with those women and families who meet the criteria, along with administration of the incentive scheme data collection and collation.
Work with minimal indirect supervision operating within the assessed level of competence and being accountable for all aspects of own work.

Close liaison with local stop smoking services and work closely with the Health improvement team and Public health department.

4. OUR VALUES

- Vision
  We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable. We make decisions that are best for long term health and social care outcomes for our communities

- Openness
  We communicate clearly to our patients, families and our staff with transparency and honesty
  We encourage feedback from everyone to help drive innovation and improvements

- Integrity
  We demonstrate fairness, respect and empathy in our interactions with people
  We take responsibility for our actions, speaking out and learning from our mistakes

- Compassion
  We take a person-centred approach in all our interactions with patients, families and our staff
  We provide compassionate care and demonstrate understanding to everyone

- Excellence
  We put quality and safety at the heart of all our services and processes
  We continuously improve our standards of healthcare with the patient in mind

4. ROLES AND RESPONSIBILITIES

- Undertake relevant training in order to qualify as an intermediate smoking cessation Advisor and maintain the skills and knowledge as necessary through participation in continuous development.
• Identify and approach women who are eligible for intermediate intervention smoking cessation conversations in a variety of different settings. These may be in a clinical area or home. Follow women from point of referral to the location of their care delivery in order to provide integrated care.

• Work with indirect minimal supervision from the midwife/advisor operating at all times within the assessed level of competence. Clear professional boundaries and limitations will be discussed and monitored jointly by the HIT team manager and the specialist midwife.

• Work within the agreed and relevant policies and procedures and know how to access them.

• Ensure that the relevant equipment is provided and maintained on an agreed schedule. Report any failings of equipment or other environmental factors to the HIT team manager or specialist midwife.

• Ensure the lone worker policy is followed at all times with Lone worker devices worn and communication with the team before and after visits

• Be aware of how to report incidents, concerns or complaints and escalate any concerns or complexities to the HIT team manager/ specialist midwife.

• Participate in educating pregnant women about the benefits of stopping smoking in pregnancy and give support to those women wanting to quit. Promote smoke free homes and support and advice women and families about passive smoking.

• Deliver Carbon Monoxide (CO) monitoring to a high standard and engage in the data Collection and collation of CO rates in pregnancy and post-partum.

• Engage with the Smokefree pregnancy incentive scheme, keeping accurate records and enable good data collection. Maintain accurate up to date and comprehensive records at all times.
• Meet regularly with the specialist midwife/advisor and smoking cessation team to assess and direct progress.

• Work closely with the local stop smoking services and the HMR PH team to ensure the work links to wider strategy.

The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder

5. RISK MANAGEMENT
It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

6. RECORDS MANAGEMENT / DATA PROTECTION ACT

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

7. HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

8. CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

9. EQUAL OPPORTUNITIES

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect, irrespective of their background.

10. TRUST POLICIES/TRUST VALUES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

As a trust employee you are expected to work in accordance with the Trust’s values.

11. RESEARCH

The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

12. SAFEGUARDING VULNERABLE PEOPLE (CHILDREN/ADULTS)
All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Trust for further guidance. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

13. PROTECTION OF VULNERABLE ADULTS/CHILDREN (DBS)

DBS Disclosure checks are carried out for all new appointments who have access to children or vulnerable adults or other positions of trust which are exempt from the Rehabilitation of Offenders Act 1974. Disclosures are also requested for existing staff who voluntarily apply for a different job within the Trust, which is subject to DBS checks, and are successful.

14. INFECTION PREVENTION

Protection of patients from healthcare associated infection (such as MRSA and Clostridium Difficile) is everyone’s business. All healthcare workers have a duty to provide clean, safe care by observing basic hygiene i.e. washing hands (soap & water; alcohol gel) before and after contact with the patient and the clinical environment. Clinical staff additionally must practice Aseptic No Touch Techniques for invasive procedures and aftercare.

15. COMPLAINTS

The Bolton NHS Foundation Trust offers an accessible and impartial complaints service, which is accountable, confidential and effective. The service will be responsive, simple and speedy, whilst remaining thorough. All staff should regard complaints as natural, positive suggestions on services that the Trust provides. Staff should be sensitive to the wishes, hopes and anxieties of patients, relatives, friends and the community generally. Where staff find it is not possible to provide the required information, explanation or reassurance, then the issue may be passed to the Patient Advice and Liaison (PALS) Officer.

16. CODE OF PROFESSIONAL CONDUCT

Those staff who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so may result in disciplinary action being taken which may result in the termination of your contract of employment.

17. SUSTAINABLE DEVELOPMENT

As an employee of Bolton NHS Foundation Trust, you are part of our pledge committed to the reduction of the Trust’s carbon footprint. Every employee can play a vital part and contribute to our social responsibility to use resources in a more sustainable way. You have a duty to ensure you participate in the Trust’s recycling programmes, energy saving plans, travel reduction strategies and new green initiatives that will be introduced to work towards a sustainable future.

18. GENERAL COMPETENCY ON DATA QUALITY

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust’s computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to
ensure high standards of data quality in accordance with the Trust’s Information Quality and Clinical Record Keeping policies.
**PERSON SPECIFICATION**

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, and other requirements, which the post holder requires to perform the job to a satisfactory level.

**Job Title:** Maternity Support Worker for smoking cessation

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<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF ASSESSMENT</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
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<tr>
<td>• NVQ level 3/4 or equivalent experience</td>
<td>• Smoking cessation Advisor Intermediate level qualification</td>
<td>A/F/ Interview</td>
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<td><strong>EXPERIENCE</strong></td>
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<td>AF/ Interview</td>
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<td>• Healthy lifestyle/Behavioural change experience</td>
<td>• Experience of providing smoking cessation support</td>
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<td>• Ability to work independently and as part of a team.</td>
<td>• Working with pregnant women.</td>
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<td><strong>SKILLS/KNOWLEDGE</strong></td>
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<td>AF/Interview</td>
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<td>• Evidence of continuing personal development</td>
<td>• Smoking cessation NCSC trained.</td>
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<td>• Good written communication skills</td>
<td>• EDCL</td>
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<td>• Basic computer skills</td>
<td>• Database skills</td>
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<td>• Ability to prioritise workload</td>
<td>• Audit skills</td>
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<td>• Work effectively without direct supervision</td>
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<td>• Accurate record keeping</td>
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<tr>
<td><strong>PERSONAL QUALITIES</strong></td>
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<td>Interview/AF</td>
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<td>• Excellent verbal communication skills</td>
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<td>• Ability to work flexibly to meet the needs of the service.</td>
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<td>• Assertive and confident</td>
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<td>• Ability to present an open and non-judgemental demeanour</td>
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<td>• Innovative</td>
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<td><strong>OTHER (Please Specify)</strong></td>
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<td>Document Check</td>
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<td>• Current driving license/ability to travel to different locations within a specified time frame</td>
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<td>• Work Health Assessment if required</td>
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<td>• Good Attendance record</td>
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<td>• Enhanced DBS</td>
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**Date Prepared:** 23/03/2018  
**Prepared By:**

**Agreed by:** Employee  
**Agreed By:**