

POSITION DESCRIPTION

POSITION: Smokefree Team Leader

RESPONSIBLE TO: Health Promotion Manager

Our vision: All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.

Our mission: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

Our Values – Ā Mātou Uara:

Respect: We care about, and will be responsive to, the needs of our diverse people, communities and staff.

Innovation: We will provide an environment where people can challenge current processes and generate new ways of working and learning.

Teamwork: We create an environment where teams flourish and connect across the organisation for the best possible outcome.

Integrity: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.

CONTEXT THAT THIS POSITION OPERATES WITHIN

Nelson Marlborough District Health Board (Trading as Nelson Marlborough Health - NMH) is responsible for the effective delivery of health services to people of Nelson, Tasman and Marlborough. This includes hospital based services, community based services and referrals to appropriate tertiary centres.

DESCRIPTION OF THE SERVICE

The Smokefree Team Leader will work closely with the Health Promotion Manager to ensure district wide approach to service delivery. Nelson Marlborough Health provides leadership to and championing of Smokefree environments and systems across the Top of the South. It is intended that the Smokefree Team Leader role will be instrumental in maximising the Smokefree outcomes for the district. They will contribute fully to Health Promotion leadership, and work collaboratively with other Public Health & DHB Services, Te Piki Oranga and Primary Health Organisations.

PURPOSE OF POSITION

- Championing the Smokefree vision and acting as a Smokefree role model.
- Facilitate effective and efficient service delivery by planning for and coordinating delivery of required resources to the Stop Smoking Service.
- Leads and coordinates the Stop Smoking Service and is accountable for the Public Health staff within this area.
- Ensure service delivery processes, including management of quality initiatives, risk, audit, health pathway development where appropriate.
- Developing and strengthening regional cessation referral pathways and systems.
- Ensure linkages with the wider Public Health Service are in place.
- Working with the Primary Care Smokefree Co-ordinators to strengthen connectivity between all providers working in Smokefree and Tobacco control across the continuum.
- Lead in a manner commensurate with the organisation's values and demonstrate the relational skills that promote team work.
- Contribute to leadership and co-ordination for the development and implementation of Smokefree DHBs and Tobacco Control/Smokefree plans.
- Ensuring the hospital smokefree target is achieved.
- Ensuring that the interactions the clinicians are having within secondary care and across the DHB are resulting in quit attempts/stop smoking service referral.
- Ensuring equity of access to the ABC intervention across the DHB.

Internal Relationships:

- Health Promotion/Protection
- Other Public Health Staff
- Business Adviser
- Strategy, Primary & Community team
-

External Relationships:

- Te Piki Oranga
- Primary Care Smokefree Co-ordinators
- PHOs
- Primary Care
- NGOs
- Patients and whanau
- Smokefree staff in the Ministry of Health and other DHBs.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>Service Delivery</p> <ul style="list-style-type: none"> • Plan and implement efficient and effective service delivery processes. • Monitor and analyse service achievement for Maori, Pacific and pregnant women to ensure there is no disparity of care. • Together with the Primary Care Co-ordinators, support all services contracted by the DHB to establish and/or maintain smoke free services, including meeting the government Smokefree targets. • Evaluate strategies and activities to ensure appropriate service delivery. • Participate in Smokefree Organisation Group meetings & lead the Regional Cessation Team Meeting. • Monitoring and surveillance of DHB services to ensure the objectives of the Tobacco Control contract are being met. 	<ul style="list-style-type: none"> • Meet responsibilities of purchase contact requirements, reporting variances and adjusting service delivery arrangements as necessary, in conjunction with the Health Promotion Manager & Sector relationship/contract Manager. • Build and maintain effective relationships and communication arrangements with associated partner organisations and support services. Ensure consumer focus at all levels of service management. • The cessation service reflects the DHB and the Ministry priorities and meets the priority/pressure areas for smoking cessation • Targeted strategies are evaluated to ensure progress is being made toward health gain outcomes • Required reports are provided in a timely way to assure managers and the Ministry of Health that the DHB is effectively delivering Smokefree services. • Development and maintenance of relationships and appropriate referral systems. • The Stop Smoking Service is well known and accessible to healthcare providers and clients • Processes and procedures are reviewed regularly to ensure their appropriateness and effectiveness and are developed &/or updated accordingly

<p>Staff Management</p> <ul style="list-style-type: none"> Effectively lead and manage assigned staff in order to develop and maintain a cohesive and productive team Foster a culture that strives for excellence in service provision within allocated resources 	<ul style="list-style-type: none"> All direct reporting staff will have a completed performance appraisal and professional development plan annually. Enable individuals to work effectively as a team by facilitating the development of clear goals, creating a sense of ownership of the output and encouraging support, cooperation and collaboration within the team. Enable access to appropriate training for all staff. Mandatory training is completed. Assist the Health Promotion manager with recruitment and orientation for new staff. All Public Health Service staff within the service have appropriate cultural competencies.
<p>Personal and Professional Development</p> <ul style="list-style-type: none"> Ensure own skills and knowledge are maintained and advanced 	<ul style="list-style-type: none"> Plan and manage own work to achieve desired results on time, within budget and to a required standard Participate in annual performance reviews and process of performance goals and identifying areas for professional development. Work with the Health Promotion Manager to identify and implement ways to keep up-to-date with current Smokefree thinking and practice. Monitors own performance against agreed targets and makes adjustments as necessary
<p>Quality Improvement</p>	<ul style="list-style-type: none"> Participates in quality improvement processes in your area of work. A quality, customer-focused service is provided at all times, which follows best practice
<p>General</p>	<ul style="list-style-type: none"> Other duties as negotiated with your Manager Meet obligations in Appendix 1 & 2.

PERSON SPECIFICATION

QUALIFICATIONS

- A Tertiary Qualification in health, education or social services is desirable
- A current driver's license is essential

EXPERIENCE

- Proven team/service management experience
- Proven experience in Health Promotion, or a background in education or community development is desirable

SKILLS AND ABILITIES

- Build relationships and mobilises support
- Motivates and empowers others to act and stimulates innovation
- Thinks and acts strategically
- High standard of oral, written and presentation communication skills
- Planning and communication skills
- Research skills and ability to source appropriate information.
- An understanding of population health, determinants of health, and the practical application of both the Ottawa Charter for Health Promotion and Te Pae Mahutonga, the model for Maori health promotion is desirable
- Exercise sound judgement and use information effectively
- Knowledge and empathy for biculturalism
- Presentation, oral and written communication skills
- Demonstrated organisational and time management
- Displays self-knowledge
- Intermediate knowledge of Microsoft Office applications ie: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with NMH Information Technology policies

APPENDIX 1

General Responsibilities of an Employee of Nelson Marlborough Health (NMH)

1. Professional Responsibilities

As an employee of NMH you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other NMH departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of NMH are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

NMH is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within NMH’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

NMH is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

NMH is a Smokefree Organisation. This applies to all staff and contractors working within NMH buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to NMH staff employed on Board business in the community.

Please sign below to confirm that you have read, understood and agree to the responsibilities and expectations outlined in this position description.

Signed: Date:

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMH
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.