



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Tobacco Cessation Team Lead – Respiratory Therapy	
Position Number	Community	Division/Region
48-17519	Yellowknife	Critical Care Services/Stanton Territorial Hospital

## PURPOSE OF THE POSITION

Under the direction of the Manager, Critical Care Services, Stanton Territorial Hospital (STH), and with guidance from the Ottawa Model for Smoking Cessation® (OMSC®) team, the Tobacco Cessation Team Lead – Respiratory Therapy (TCTL RT) will implement, deliver, and sustain the OMSC®. The TCTL RT is responsible for providing tobacco cessation related clinical leadership, clinical supervision, and subject matter expertise to Respiratory Therapists (RTs) and the various multi-disciplinary healthcare teams (HCTs) at Stanton. The TCTL RT ensures safe and effective tobacco cessation patient care and RT practice. The TCTL RT provides clinical education and mentorship to the RTs and the various multi-disciplinary HCTs in accordance with established standards set out by the OMSC whilst adhering to all HCTs scope of practice, Northwest Territories Health and Social Services Authority's (NTHSSA) required organizational practices (ROPs), policies, and related STH procedures. The TCTL RT role will be performed in accordance with the Canadian Society of Respiratory Therapists' (CSRT) standards of practice, Stanton's clinical practice guidelines, and its' philosophy and objectives. This role will support and enhance the patient's physical, emotional, psycho-social, spiritual, educational, and everyday needs to be successful at tobacco cessation.

## SCOPE

The NTHSSA is the single provider of all health and social services (HSS) in the Northwest Territories (NWT), except for Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-indigenous. HSS includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 HSS staff. While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set



clinical standards, procedures, guidelines, and monitoring for the entire NWT. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines, and policies as established by the NTHSSA.

STH is a 100 in-patient bed, accredited facility, located in Yellowknife. STH is the referral center for approximately 43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. STH provides healthcare services to adults and children on an inpatient/outpatient and outreach basis to restore health with dignity.

Located within Stanton and reporting directly to the Manager, Critical Care Services; the TCTL - RT works from 07:00-15:00, Monday to Friday; as well as, shares on-call duty for after-hours services with the other RTs on staff. The TCTL - RT is responsible for directing and participating in the provision of culturally sensitive diagnostic and therapeutic care to tobacco cessation patients with respiratory diseases, insufficiencies, failures, or other associated problems by planning, implementing, auditing and following up on tobacco cessation care plans and respiratory procedures.

The Respiratory Therapy department has approximately 22,000 encounters per year where patients/clients range from scheduled clients for outpatient testing to critically ill patients requiring airway management and mechanical ventilation. The TCTL - RT develops and delivers all tobacco cessation training, arranges for external training, and revises tobacco cessation policies and procedures to meet current standards of practice where appropriate.

The TCTL - RT models and promotes excellence through the hands on delivery of respiratory therapy to all patients, including those seeking tobacco cessation support, or by providing seasoned tobacco cessation advice and/or recommendations to RTs and other members of the HCT when faced with difficult or unusual situations. As a tobacco cessation educator, resource and mentor, the TCTL - RT helps guide RTs from task orientation to more empowered analytical thinking and care giving approaches with regards to tobacco cessation. These provisions have a direct impact on the quality of tobacco cessation services delivered to clients and their families, and on the overall cost of the services provided.

Based on patient census and acuity throughout Stanton, the TCTL - RT may be required to provide standardized respiratory therapy within the scope of a RT's practice.

## **RESPONSIBILITIES**

- 1. Leads the implementation and delivery of safe and effective, patient and family centered, tobacco cessation therapeutic care and education to patients referred to the RT program via in-patient or out-patient pathways.**



- Implement activities outlined in the OMSC® Implementation Workplan including supporting change management efforts among staff across all Stanton units, but in-patient and out-patient.
- Collaborate with multi-disciplinary HCT members to facilitate program launch, maintenance, and continued sustainability and share program results.
- Supervises the application of therapeutic care, diagnosis, treatment, advanced clinical procedures, and the operation of specialized equipment and instrumentation as related to tobacco cessation.
- Liaises with the other HCTs, other departments and with appropriate levels of management.
- Coordinate/provide patient tobacco cessation consultations upon referral by a healthcare provider, including but not limited to physicians, unit nurse or other.
- Researching, planning, and continual evaluation of RTs scope of practice as related to tobacco cessation within Stanton.
- Researches, develops and implements tobacco cessation patient programming in collaboration with HCT practitioners, key stakeholders, staff, and community members.
- Models and teaches RTs best tobacco cessation practices in the care of patients and in the implementation of culturally sensitive, patient and family centered practice.
- Models and teaches other Stanton HCT members best tobacco cessation practices in the care of patients and in the implementation of culturally sensitive, patient and family centered practice.
- Advocates for the dignity and self-respect of all patients.
- Promotes the autonomy of patients and helps them to express their health needs and values to obtain appropriate information and services.
- Safeguards the trust of patients in that information learned in the context of a professional relationship is shared outside the HCT only with the patient's permission or as legally required.
- Applies and promotes principles of equity and fairness to assist patients in receiving unbiased treatment and a share of health services and resources proportionate to their needs.
- Uses a holistic approach to facilitate tobacco cessation individual learning for patients and their families upon admission and transfer or discharge in relation to patient illness or injury (i.e. self-care, health promotion, etc.)
- Assesses the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs in order to create a successful tobacco cessation plan.
- Acts in a manner consistent with their professional code of ethics, responsibilities, and standards of practice.



- Ensures that procedures supporting the delivery of safe and effective tobacco cessation respiratory care are reviewed and recommends/implements appropriate updates in consultation with the Manager, Practitioners, and other system leaders.
- Coordinates, collaborates, and communicates with NTHSSA, TCSA, and HRHSSA Community Health Centers, Primary Care, Social Programs, Public Health and other key stakeholders to ensure the safe and effective transition of tobacco cessation patients between in-patient care and the community.
- Provides tobacco cessation coaching and leadership to RT peers, students and other members of the health care team (HCT) to develop skill levels necessary to achieve the standard of care when delivering tobacco cessation initiatives to patients.
- Collaborates with nurses, RT peers and other members of the HCT to advocate health care environments that are conducive to successful tobacco cessation. This can be accomplished by encouraging the ethical practice, and the health and well-being of patients and staff.
- Ensures that the tobacco cessation stock of unit supplies (medical and non-medical) is adequate and arrange for the ordering of supplies as required.
- Collect tobacco cessation statistics when required.

**2. Monitors and evaluates the tobacco cessation program, and develops/implements quality improvement processes, to enhance the quality of care provided to patients, in order to ensure safe and effective care, and to improve patient & family experience.**

- Coordinates and participates in STH's Tobacco Cessation Task Force to identify, plan and implement quality improvement initiatives to ensure a standardized approach to tobacco cessation care and interventions with patients.
- Conducts audits on the delivery of tobacco cessation services by individual HCT members and identifies learning needs, develops training/learning plans and facilitates, administers, and/or arranges for the delivery of training identified within the specific tobacco cessation training/learning plans.
- Conducts hospital wide audits to determine hospital wide training requirements and arrange for the delivery of appropriate training accordingly.
- Identifies and implements tobacco cessation clinical quality improvement processes, and reports on results.
- Works collaboratively with Indigenous Wellness and other stakeholders to ensure that staff are trained to be culturally appropriate in their practice/delivery of tobacco cessation therapeutics. Facilitates the evaluation of culturally appropriate tobacco cessation practices.
- Conducts regular daily check-ins with both in and out-patients on the delivery of the tobacco cessation program.



- In consultation with their manager, develops patient and family feedback processes, and includes patients and family in the development of tobacco cessation quality improvement processes.
- Coordinates services with outside agencies/centers/institutions to facilitate a patient's tobacco cessation success and return to optimal health and wellness.
- Ensures that all referred patients have an effective tobacco cessation care plan, and that the plan identifies specific actions specific to the patient's return to their family and/or the community.
- Revises and/or implements new tobacco cessation care procedures.
- Ensures implementation and evaluation of Accreditation Canada Standards and Practices (i.e. Required Organizational Practices) as related to tobacco cessation.

**3. Provides Mentorship and professional development support to respiratory staff and other health care team members, to ensure that they have the knowledge, skills, and abilities to provide quality tobacco cessation education and therapeutic care to both in- and out-patients.**

- Conducts a tobacco cessation competency-based learning needs assessment with each new RT through consultation, direct observation, and the implementation of clinical/chart audits.
- Conducts tobacco cessation clinical/chart audits on a periodic basis and reviews audit results with RTs and develops/implements quality improvement plans as required.
- Provides clinical support and education to RTs to facilitate competency development in tobacco cessation.
- Facilitates a learning environment, in which senior, experienced staff can provide appropriate mentorship to staff new to the field as related to tobacco cessation.
- Conducts and/or arranges for the delivery of orientation and ongoing training of new employees within STH as related to tobacco cessation.
- Periodically reviews tobacco cessation knowledge and skill needs to ensure that staff are able to retain their skills and that tobacco cessation skill sets are enhanced in conjunction with emerging best practices.

**4. Assists the Manager, Critical Care Services in the implementation and development of a sustainable tobacco cessation program, and an effective staff team.**

- Provides/coordinates tobacco cessation program orientation to new staff.
- Conduct pre- and post-implementation data collection and analysis (i.e., internal audits)
- Leads change management efforts across all of the Stanton in-patient and out-patient units to promote and ensure the sustainability of new smoking cessation operating standard operating procedures.
- Be familiar with the implementation plan, program components, and partnership agreement.



- Develop and maintain regular phone calls, face-to-face meetings, and working relationships with all key players of affiliated institutions to facilitate a smooth program implementation.
- Conduct pre- and post-implementation data collection and analysis (i.e., internal audits)
- Provide regular reports to all stakeholders on the progress of the implementation, tobacco cessation consult data, tobacco cessation quit rates, and trend analysis.
- Assists with the review of the tobacco cessation job description to ensure it reflects current best practices and standards.
- Provides feedback to the Manager on staff individual and team performance as related to the tobacco cessation program.
- Provides developmental feedback to respiratory staff, for the purpose of improving their skills, professionalism, knowledge and enhancing their professional growth with regards to tobacco cessation.
- Evaluates and recommends developmental/educational opportunities for respiratory staff as it relates to tobacco cessation.
- Contributes to regular RT staff meetings to review tobacco cessation procedures, share information, develop quality processes, and enhance team performance.
- Collaborate as necessary with community agencies (Quit Lines, Public Health Units, Tobacco Control Area Network) to facilitate program development and integration of programs.
- Prepare reports as directed by the manager.
- Provide program progress and evaluation reports on a quarterly basis for Task Force and Senior Management.
- Act as a tobacco cessation resource and main contact person (must remain current).
- Ensure program sustainability with innovative and creative measures.

**5. Models' excellence by facilitating, implementing and modifying tobacco cessation patient and family educational/teaching based on the needs of the patient.**

- Uses a holistic approach to facilitate individualized, tobacco cessation treatment of patients and their families upon admission and transfer or discharge in relation to patient illness or injury (i.e. self-care, health promotion, etc.).
- Assesses the patient for physical and psychological needs, their knowledge of their health, disease process and learning needs in order to create a successful tobacco cessation care plan and therapeutics.
- Researches, develops, revises, and evaluates on an ongoing basis, educational resources necessary to support tobacco cessation patients.
- Facilitates the admission and transfer or discharge of tobacco cessation patients. This includes explaining and ensuring that the patient understands the admission or



discharge plan (established by the Health Care Team for the patient's care and treatment) as it relates to their tobacco cessation journey.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent's day will be divided between direct patient care and program administrative duties. In addition, the incumbent will be required to bend and stand in awkward position while performing patient assessment or care and sitting at a desk.

### **Environmental Conditions**

During their shift (100% of time) an incumbent will be exposed to communicable diseases, blood and body fluid, hazardous materials (sharps, toxic cleaning and sterilizing solutions) that can result in potential health risk to the incumbent.

### **Sensory Demands**

The Tobacco Cessation Coordinator – Respiratory Therapy will be required to use the combined senses of touch, sight, smell and hearing during on-going assessment and continuous observation of patients and while auditing the delivery of tobacco cessation program services.

### **Mental Demands**

The Tobacco Cessation Coordinator – Respiratory Therapy may be exposed to emotionally disturbing experiences. The Tobacco Cessation Coordinator – Respiratory Therapy is expected to remain calm, controlled, and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

In addition, within the health care setting there can be significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress.

There is uncertainty in knowing what to expect while at work. There is legitimate concern about being responsible for the lives of patients and their families, risk of assault and unknown and unpredictable situations.

The Tobacco Cessation Coordinator is required to be motivated and innovative in the area of continuing education and practice to encourage professional growth of self and others.

Limited coverage requires the Incumbent to work 37.5 hours/week and be on-call and available 24 hours a day (rotates between the Respiratory Therapists on staff). Based on the demand for respiratory therapy services the individual on-call is called on a very regular basis (Anywhere from 3 - 7 times per week) which has a significant impact on the incumbents' personal and private life.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- The TCTL must have advanced knowledge and experience of respiratory therapy with respect to tobacco cessation.
- Knowledge of education principles related to adult learners to develop and deliver subject-specific training and development in tobacco cessation.
- Knowledge and ability to use computer, operate word processing applications, send, and receive electronic mail, and conduct research over the internet.
- Knowledge and ability to network resources within and outside Stanton (i.e. other provincial health authorities, Social Services, Public Health, medivac teams etc.)
- Ability to educate patients and their families (where applicable) on appropriate self-care methods and techniques as related to tobacco cessation.
- Ability to operate and/or use standard and/or specialized medical equipment.
- Aware of and implements, monitors and audits patient and organizational safety initiatives.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

The successful completion of a Bachelor of Health Sciences Degree in Respiratory Therapy, designation as a Registered Respiratory Therapist, five years recent Respiratory Therapy experience in an acute care facility, with one-year experience in program development, training, and delivery.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

- Within Stanton all Registered RTs must be registered with the CSRT, have successfully completed a criminal record check, and proof of immunization in keeping with current public health practices is required.

Within Stanton all Registered Respiratory Therapists must be able to acquire within a reasonable time frame and remain current with several certifications that are required upon hire, including but not limited to: Aboriginal Cultural Awareness, Biohazardous Waste, Biosafety & Biosecurity, Infection Control, Workplace Hazardous Materials Information System (WHMIS).

In addition to the above, the incumbent is expected to acquire in a reasonable length of time and remain current in the following specialized certifications:

- Heart and Stroke Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)



- Pediatric Advanced Life Support (PALS)
- Neonatal Resuscitation Program (NRP)

**Position Security** (check one)

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

**French Language** (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous Language:**

Required

Preferred