

NICE GUIDANCE PH48 TOOLKIT

DOCUMENT 13: TEMPLATE SMOKEFREE STEERING GROUP ACTION PLAN

Workstream	NICE PH48 Recommendation	Lead	Aim	Suggested actions	Progress	Next steps
Leadership	10 - Provide leadership on stop smoking support	Clinical / Medical Director as Smokefree Programme Lead	Assign Medical or Clinical Director as Programme Lead	<p>In addition, assign suitably qualified / experienced person as dedicated Smokefree Project Lead</p> <p>Identify and secure sufficient resources to maintain effective implementation of the Smokefree policy</p>		



<p>Strategy</p>	<p>11 - Develop Smokefree policies</p> <p>15 - Ensure local tobacco strategies include secondary care</p> <p>16 - Commission Smokefree secondary care services</p>	<p>Smokefree Project Lead</p> <p>Head of HR</p> <p>Head of Estates & Facilities</p> <p>Smokefree Lead</p>	<p>Policy is developed in-line with PH48 in collaboration with people who use or work within the Trust</p> <p>Everyone is made aware of the policy and comply with it.</p> <p>There are no smoking shelters or designated smoking areas anywhere on-site</p> <p>Effective partnership working with key organisations are further developed.</p> <p>Service specification /agreements require that all staff are trained to deliver Very Brief Advice (VBA)</p> <p>Work with local stop smoking service provider continues to develop / strengthen</p>	<p>Work with:</p> <ul style="list-style-type: none"> • Staff-side • Patient and Carer groups <p>Develop and communicate plan to address breaches of policy including an effective recording mechanism for all breaches to be recorded as untoward incidents due to fire risks</p> <p>Access toolkit document 2 - Smokefree Policy: Section 5.3 for recommended steps.</p> <p>All smoking shelters are removed. If not removed, there should be clear signage to state the purpose of the shelter, and regular audit to ensure smoking is not occurring</p> <p>Ensure NHS standard contract, JSNA and local Tobacco Control Plan include joint Smokefree work</p> <p>Sign Local Government Declaration on Tobacco Control</p> <p>Smokefree Group is established, and TOR agreed</p> <p>Access toolkit document 15 - Template terms of reference here.</p> <p>Smokefree Lead sits on relevant external groups</p> <p>Key partners sit on Smokefree Steering group</p> <p>Access toolkit document 4 - Partnership working contract here.</p> <p>Develop clear care pathway and referral procedure</p> <p>Consider Honorary contracts</p>		
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<p>Communication</p>	<p>1 - Provide information for planned or anticipated use of secondary care</p> <p>5 - Provide information and advice for carers, family, other household members and hospital visitors</p> <p>12 - Communicate the Smokefree policy</p>	<p>Head of Comms</p>	<p>On first contact everyone is told that the Trust operates a Smokefree policy and therefore, anyone who smokes will have to abstain while visiting/using secondary care services</p> <p>Encourage all who smoke to quit completely</p> <p>Risks of secondhand smoke are communicated</p> <p>Everyone, who uses, visits or works in the Trust is told of the Smokefree policy</p>	<p>Management of smoking prior to planned admission is part of the patient care plan</p> <p>Performance management and feed-back is provided to all staff</p> <p>Include information on Smokefree homes Access toolkit document 14 – Comms. guide here.</p> <p>Examples: Signage: Internal / External Website: Intranet / Blogs / Tweets Press release / Internal / external publications Telephone message Clinical Letters Pre-op appointments Case studies Radio Countdown Banners Staff / Email briefings Screen savers Contractors aware and sign Smokefree Contract Access toolkit document 5 – Third party SF contract here.</p>		
<p>Training</p>	<p>14 - Provide stop smoking training for frontline staff</p>	<p>Smokefree Lead</p>	<p>All staff are provided with information about the Smokefree policy and their roles & responsibilities</p> <p>Ensure staff know and communicate that nicotine is not the cause of damage to health from smoking</p>	<p>Information in all recruitment documents & contracts / interviews / performance reviews / payslips / induction training. Access toolkit document 3 – Roles & Responsibilities here.</p> <p>Ensure front-line staff are proficient in using carbon monoxide monitoring as a motivational tool. Access toolkit document 11 – Carbon monoxide monitoring crib sheet here.</p>		

<p>Treatment & support</p>	<p>2 - Identify people who smoke and offer help to stop</p> <p>3 - Provide intensive support for people using acute mental health services</p> <p>4 - Provide intensive support for people using maternity services</p> <p>6 - Advise and provide stop smoking pharmacotherapies</p> <p>7 - Adjust drug dosages for people who have stopped smoking</p> <p>8 - Make stop smoking pharmacotherapies available in hospital</p> <p>9 - Put referral systems in place for people who smoke</p> <p>13 - Support staff to stop smoking</p>	<p>Smokefree Lead</p>	<p>All patients receive Very Brief Advice</p> <p>Smoking status is recorded</p> <p>Potential to reduce the dose of some treatments when stopping smoking is discussed with recommendation to seek medical advice if any side effects are noticed</p> <p>Record all smoke related intervention in patient care plan and records</p> <p>All stop smoking pharmacotherapies (NRT, varenicline and bupropion) are included in secondary care formularies</p> <p>Immediate access to NRT is in place for temporary abstinence throughout hospital stay, and on discharge</p> <p>Varenicline is offered to patients wishing to make a quit attempt</p> <p>NRT can be accessed by visitors and staff</p> <p>Stop smoking services are available on-site</p> <p>Staff are advised to stop smoking and or to use NRT for temporary abstinence</p>	<p>Staff are trained in VBA [Link to Toolkit Document - 12 Training Plan]</p> <p>[Link to Toolkit Document 10 – SF Care Pathway] Inform primary care teams about changes in smoking behaviour so that drug dosages are monitored and adjusted as necessary</p> <p>Develop appropriate systems to capture all necessary data. Access toolkit document 7 – Assessment & Evaluation here.</p> <p>PGD, SOP or Homely Remedies is in place. Self-administration of medicines policy supports patients with use of fast acting NRT. Procedures should include appropriate advice for patients undergoing microvascular reconstructive surgery. Access toolkit document 8 – Example NRT procedure here.</p> <p>Varenicline policy is developed. Access toolkit document 9 – Varenicline information here.</p> <ul style="list-style-type: none"> • Staff can access stop smoking support via [Insert details] • Visitors can access stop smoking support via [Insert details] <p>See Communications workstream.</p>		
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<p>Safety & Security</p>	<p>1 - Provide information for planned or anticipated use of secondary care</p> <p>5 - Provide information and advice for carers, family, other household members and hospital visitors</p> <p>10 - Provide leadership on stop smoking support</p>	<p>Head of Fire / Security</p>	<p>All staff, patients, visitors etc. are aware of the policy at first contact. Advice is given to consider how to manage nicotine withdrawal symptoms before admission where possible.</p> <p>Information is given regarding risks associated with charging of any electrical device . e.g. for, for patients and visitors, this could be posters/signs near accessible socket outlets.</p> <p>Systems</p>	<p>See Communications workstream.</p> <p>Staff:</p> <ul style="list-style-type: none"> • Safety briefing • eLearning for staff • Staff induction <p>Patients and visitors:</p> <ul style="list-style-type: none"> • Posters • Signs near accessible socket outlets <p>Access toolkit document 6 - Vaping policy guide here.</p> <p>Reporting of untoward incidents systems are in place and widely communicated through training and monitoring</p> <p>Access toolkit document 7 - Assessment & Evaluation here.</p>		
<p>Audit and Evaluation</p>		<p>Senior Data Analyst</p>	<p>Ensure systems are in place to effectively measure implementation and impact of the Smokefree policy</p>	<p>Agree local improvement programme for stop smoking support for all who smoke</p> <p>Access toolkit document 8 - Example NRT procedure here.</p>		