

Tackling Tobacco Pre-Project Audit

About this form

The following questions explore how your service currently addresses smoking. Your organisation may not be in a position to address all these issues at once, but it will give you some ideas about how to support clients and staff to quit, and how to create a smoke-free environment.

If you have any questions, please contact the Tackling Tobacco team on (02) 9334 1911 or email tacklingtobacco@nswcc.org.au

About your organisation

Name of organisation:

Name of service/site:

Address:

Suburb/Town: Postcode:

Staff member completing this audit

Name:

Position:

Office phone: Mobile:

Email:

Getting started...

1 Which of the following categories best describes your organisation?

- Not-for-profit
 - Government agency
 - For-profit
 - Charity
 - Other, please specify
-

2 Will all programs/teams in your service taken part in this Tackling Tobacco project? (tick one)

- No, only some programs/teams (please specify below)
- Yes, all programs/teams
- We haven't decided yet

If 'No' to above

If only some programs/teams, please say which ones (e.g. *Personal Helpers and Mentors, HASI, Brighter Futures*).

3 Is this the first time your service has taken part in Tackling Tobacco with Cancer Council NSW?

- Yes  **Go to Question 5**
- No
- Not sure  **Go to Question 5**

4 When did your service finish your most recent Tackling Tobacco project?

Please specify the year

Service Details

5 Who are the main clients of your service? (tick up to three)

- Aboriginal people
 - Children and families
 - Young people
 - People with mental health issues
 - People seeking treatment for alcohol or other drug use
 - People who are homeless or at risk of becoming homeless
 - Other (please describe)
-

6 Type of service offered

	Yes, routinely	Sometimes	No
Case management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe) _____			

7 How many clients use your service each year?

Enter approx. number

8 How many of these are clients for the programs/teams taking part in Tackling Tobacco?

Enter approx. number

9 On average, how long do clients stay in contact with your service?

- Less than 2 weeks
- Between 2 and 6 weeks
- Between 6 weeks and 6 months
- More than 6 months
- Don't know

10 On average, about how often do clients have contact with your service (for example to talk to a support worker or attend a group)?

- More than once a week
 - Once a week
 - Once every 2 weeks
 - Once a month or less often
 - Other (please specify below)
-

11 About what percentage of your service users are Aboriginal or Torres Strait Islander people?

- 3% or less
- 4% to 25%
- 26% to 50%
- 51% or more
- Don't know

12 About what percentage of your service users come from a CALD background (Culturally and Linguistically Diverse)?

- 3% or less
- 4% to 25%
- 26% to 50%
- 51% or more
- Don't know

13 How many paid staff work in this service/site? (full-time equivalent)

14 How many paid staff will be taking part in Tackling Tobacco?

15 Which of the following best describes the culture of your service in relation to smoking?

- A place where clients and/or staff smoke when they gather around
- The organisation is neutral towards smoking and merely facilitates peoples' usual routine
- A place where people tend to avoid smoking, or leave the premises to smoke
- The organisation actively discourages smoking on the premises and supports clients and staff to quit

Comments

16 Does your organisation have a written policy about smoking?

- No **Go to Question 19**
- Yes, in draft form
- Yes, an approved policy
- Don't know **Go to Question 19**

17 Does the policy say that your service will provide clients and/or staff with support to quit smoking?

- No
- Yes, support for clients
- Yes, support for staff
- Don't know

Comments

18 Is there a usual process for informing clients and staff (including new clients and staff) about your smoking policies?

- No usual process
- We have a process to inform clients but not staff
- We have a process to inform staff but not clients
- Yes, there is a process for informing both clients and staff
- Don't know

If you have a process, please describe it

Smoking at your service

19 Where is smoking allowed on your premises? (tick all that apply)

	Allowed	Not allowed	Not sure
Inside (in certain areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside (all areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside (designated smoking areas only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____			

20 Is smoking allowed in work vehicles?

- No
- Yes
- Don't know
- We don't have any work vehicles

Comments

21 Are staff members allowed to smoke with clients? (tick one)

- No
- Yes
- Don't know
- Only under certain circumstances (please describe below)

Under what circumstances are staff allowed to smoke with clients?

22 Are staff allowed to smoke while on home visits to clients?

- No
- Yes
- Don't know
- We don't do home visits

Comments

23 Is staff smoking restricted to designated break times?

- No, staff can take a smoking break at any time
- Yes, staff smoking is restricted to break times only
- Don't know

Comments

24 Do you have signs on the premises showing where smoking is not allowed?

- No signs because we don't have any smoking restrictions
- No signs, though we do have some smoking restrictions
- At least 1 sign, but not in all areas where smoking is allowed
- Clearly displayed signs in all areas where smoking is not allowed

Comments

25 How often do staff comply with your service's smoking policies?

- Rarely/never
- Sometimes
- Most of the time
- Always

Comments

26 How often do clients comply with your service's smoking policies?

- Rarely/never
- Sometimes
- Most of the time
- Always

Comments

27 Is there a usual process for what happens when staff or clients do not comply?

- No
- Yes
- Don't know

Comments

Staff training and follow-up

28 Over the past few years, has your service offered any smoking cessation training for staff? (tick one)

- No **➡ Go to Question 30**
- One-off smoking cessation training has been offered every now and then
- Smoking cessation training is part of our usual training schedule
- Smoking cessation training is part of our usual training schedule **and** so is regular refresher training

29 About what percentage of your staff have attended any kind of smoking cessation training (including Tackling Tobacco training) during the past 2 years?

- 20% or less
- 21%-50%
- 51%-80%
- 81% or more
- Don't Know

30 Do you have at least one staff member whose role includes providing smoking cessation advice and/or refresher training to other staff?

- No
 Yes (please give job title below)
 Don't know

Job title of staff member

31 Does the staff performance management process in your service include any smoking-related objectives or rewards?

- No
 Yes
 Don't know

Comments

Support for clients to quit smoking

32 If clients are smokers, does your service offer support to quit smoking or cut down?

- No **➡ Go to Question 36**
 Only if the client asks for it
 Sometimes, if the support worker thinks the client would be interested
 Yes, we routinely ask all clients who smoke if they are interested in support to quit or cut down

33 What kinds of quit supports does your organisation provide to clients? (tick all that apply)

- Verbal support / encouragement to quit smoking (e.g. help to set a quit date)
 Information or advice about nicotine replacement therapy (e.g. patches)
 Free or subsidised nicotine replacement therapy (e.g. patches) available at the service
 Group program for smokers
 Referral to a GP or health service
 Referral to telephone Quitline
 Referral to website (e.g. iCanQuit) or smartphone app (e.g. My QuitBuddy)
 Financial counselling or referral to a financial counsellor
 Pamphlets, DVDs or other information about quitting
 Follow-up to check on quit smoking progress
 Other, please specify
-

34 Is up-to-date quit-smoking information on display (e.g. pamphlets, posters) in the areas of your service that clients visit?

- No
 Yes
 Don't know

Comments

35 Does your service provide any of the following information to clients about the harms of second hand smoke?

- Verbal advice or encouragement to make their home smoke free
 Advice to clients with children that smoking in cars is banned when children under 16 are present
 Pamphlets, DVDs or other information about the harms of second-hand smoke
 No, we do not provide any information about the harms of second hand smoke
 Other, please specify
-

Support for staff to quit smoking

36 Does your service offer staff support to quit smoking or cut down?

- No **➡ Go to Question 38**
 Only if the staff member asks for it
 Sometimes, if the manager thinks the staff member would be interested
 Yes, we routinely ask all staff who smoke if they are interested in support to quit or cut down
 We don't have any staff that smoke

37 What kinds of quit supports does your organisation provide to staff? (tick all that apply)

- Verbal support / encouragement to quit smoking (e.g. help to set a quit date)
 Information or advice about nicotine replacement therapy (e.g. patches)
 Free or subsidised nicotine replacement therapy (e.g. patches) available at the service
 Group program for smokers
 Referral to a GP or health service
 Referral to telephone Quitline
 Referral to website (e.g. iCanQuit) or smartphone app (e.g. My QuitBuddy)
 Financial counselling or referral to a financial counsellor
 Pamphlets, DVDs or other information about quitting
 Follow-up to check on quit smoking progress
 Other, please specify
-

Leadership for organisational change

38 Which of the following best describes the role of senior managers in planning organisational changes to address smoking in your service?

- Senior manager/s are aware of what's happening, but not involved
- At least one senior manager is actively involved
- At least one senior manager has responsibility to address smoking in their job description
- Don't know

Comments

39 Does your service have an internal steering group (or other leadership group/committee) for addressing smoking?

- No
- We don't have a steering group at the moment, but we have had one in the past
- Yes, we have started a steering group during the last year
- Yes, we have a steering group that has been active for more than a year

Comments

Monitoring and data collection

40 What smoking information does your service include in client records? (Note: 'smoking status' means whether the client is a smoker or not)

- Smoking status on intake tour service
- Smoking status at regular intervals
- Smoking status on exit from our service
- Quit support provided (e.g. verbal advice/encouragement, nicotin replacement therapy)
- Referral external support services (e.g. Quitline, GP, financial counsellor)
- Date of any quit attempts made by the client
- Duration of any quit attempts made by the client (i.e. how long they went without smoking)
- We do not record smoking information in client records
- Other, please specify

41 Using your client records, could your service provide data on the percentage of your clients that are smokers?

- No
- Yes (please specify below)
- Don't know

What percentage of your clients are smokers?

 %

42 What information does your service record about quit support for staff?

- Number of staff using any quit support provided by your service
 - Number of staff referred to external support services (e.g. Quitline, iCanQuit, GP)
 - We do not record smoking information about quit support for staff
 - Other, please specify
-

43 Does your service include smoking-related data in any of your reporting or quality assurance processes? (e.g. Annual reports, program reports, performance indicators?)

- No
- Yes (please describe below)
- Don't know

If yes, provide brief information here

If you have any more comments or information to add, please do so here

End

Thank you for expressing your interest in Tackling Tobacco!

Please return this form to tacklingtobacco@nswcc.org.au

If you have any questions, please contact the Tackling Tobacco team on **02 9344 1911** or visit cancercouncil.com.au/tacklingtobacco