

Tackling Tobacco Project Leader Checklist

1 Meeting with senior staff to discuss commencement of project

2 Project Committee established – staff, client and carer members

3 Names of members:

1.

2.

3.

4.

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8.

4 First Project Committee meeting booked

Date:

5 Organisational audit completed

6 Project plan developed - all six elements of Tackling Tobacco model have been considered

7 Communication Action Plan developed

8 CEO or equivalent of organisation emailed all staff to promote and endorse the project – supporting factsheets and resources made available to staff

9 Policy reviewed, draft version and approved to circulate to staff, clients, carers and volunteers for comment.

10 Policy feedback collected and analysed

11 Incorporate feedback and develop implementation plan for policy

12 Promote training for staff – direct care workers, team leaders and program managers should participate

13 Training for staff booked

Date:

14 Systems and process changes identified in consultation with senior staff.
- Use Supportive Systems Checklist and data from audit

15 Develop, trial and implement new systems and tools

16 New systems and processes communicated to staff, clients and carers

17 Identify suitable model to provide quit support to clients
- Consult with clients and staff to identify preferred support.

18 Review and report on all changes implement for the project.
- Analyse data obtained through new data collection processes.