

Tackling Tobacco Project: Steering Group Agenda

[Insert organisation name and logo here]

[Insert time/location/date/frequency of the meeting]

Chair:

Secretariat:

Attendees:

Apologies:

<u>Item</u>	<u>Person (s)</u>	<u>Time</u>
Check in <ul style="list-style-type: none"> Acknowledgement of country Welcome to new members 	Chair	5 mins
Follow up on previous meeting action items <ul style="list-style-type: none"> Refer to previous meeting minutes 	Chair	5 mins
Training and Follow up <i>Potential topics:</i> <ul style="list-style-type: none"> Progress on project plan goals New staff members? eLearning registrations and completion updates Zoom training or F2F training 		
Comprehensive Smoking Policies <i>Potential topics:</i> <ul style="list-style-type: none"> Policy reviewed by CCNSW Draft version approved Policy communicated to staff, volunteers & clients 		
Consistent Quit Support <i>Potential topics:</i> <ul style="list-style-type: none"> Ensure all consumers receive support to quit in the form of a brief intervention Facilitate access to NRT Pharmacy partnership has been formed Refer clients to GPs, NSW Quitline & resources 		
Committed Leadership <i>Potential topics:</i> <ul style="list-style-type: none"> Steering group is set up to guide the implementation of Tackling Tobacco One staff member is the Tackling Tobacco Champion 		

<ul style="list-style-type: none"> Senior staff are updated with progress/changes, etc. 		
<p>Supportive Systems</p> <p>Potential topics:</p> <ul style="list-style-type: none"> Updating job description and staff performance plans to include addressing smoking Appropriate smoke-free signage Staff and consumers do not smoke together Data collection system is updated or established according to the guide document 		
<p>Monitoring and Data Elements</p> <p>Potential topics:</p> <ul style="list-style-type: none"> Review Data Collection and monitoring Guide document Access and record all consumer's smoking status at intake, discharge and periodically throughout their engagement with the service 		
<p>Sustainability</p> <ul style="list-style-type: none"> Long term impact of Tackling Tobacco? Staff signed up to receive the monthly Tackling Tobacco newsletters 		
<p>Any other business?</p> <ul style="list-style-type: none"> Further ideas? Grant spending update? 		
<p>Next Meeting?</p> <ul style="list-style-type: none"> Date/time/frequency 		

ACTION TRACKER

- Example: Staff member A to order Quitline Quit kits
- Example: staff member to review smoke-free signage at service