

ENSH-Global Self-Audit Tool

Performance evaluation towards a Tobacco-free Organisation

Standard 1: Governance and Commitment		No / Not implemented	Less than half implemented	More than half implemented	Yes / Fully implemented
1.1	Policy documents of the healthcare organisation show commitment to implementation of all ENSH-Global Standards.				
1.2.1	The healthcare organisation prohibits the acceptance of tobacco industry sponsorship and funding.				
1.2.2	The healthcare organisation prohibits the sale of tobacco products and associated devices/e-cigarettes.				
1.3.1	A senior manager has responsibility for the implementation of the tobacco-free policy.				
1.3.2	Accountability is assigned at all levels and for all aspects of policy implementation.				
1.4.1	Staff employment documents require staff commitment to the healthcare organisation's tobacco-free policy.				
1.4.2	Subcontractor documents require staff adherence to the healthcare organisation's tobacco-free policy.				
1.5.1	The strategy and action plan is developed and managed by an implementation team.				
1.5.2	The strategy and action plan is reviewed annually taking into account the results of the self-audit, monitoring and evaluation results.				
1.6	Financial and human resources are allocated according the strategy and action plan.				
Standard 2: Communication		No / Not implemented	Less than half implemented	More than half implemented	Yes / Fully implemented
2.1	All staff and subcontractors are informed about the healthcare organisation's tobacco-free policy and tobacco cessation services.				
2.2	All service users are informed about the organisation's tobacco free policy and tobacco cessation services.				
2.3	The community including specific target groups is informed about the healthcare organisation's tobacco-free policy and tobacco cessation services.				
Standard 3: Education & Training		No / Not implemented	Less than half implemented	More than half implemented	Yes / Fully implemented
3.1	All staff including managers participate in policy briefings and instructions.				
3.2	All staff are instructed on how to approach tobacco and associated devices/e-cigarette users to inform them about the tobacco-policy and tobacco cessation services.				
3.3	All clinical staff are trained in brief advice to motivate tobacco and associated devices/e-cigarette users to quit.				
3.4	Key clinical staff are trained in motivational tobacco cessation techniques in line with researched best practice.				
Standard 4: Identification, Diagnosis and Tobacco Cessation Support		No / Not implemented	Less than half implemented	More than half implemented	Yes / Fully implemented
4.1	All tobacco/associated devices/e-cigarette users are systematically identified and have their addiction/dependence status diagnosed and documented.				
4.2	All service users exposed to second-hand smoke/e-cigarette vapour are identified and document.				
4.3	Information about the risk of tobacco consumption (including use of associated devices/e-cigarettes) and tobacco cessation methods are widely available.				
4.4.1	All tobacco and associated devices/e-cigarette users receive brief advice in line with best researched practice.				
4.4.2	All interventions to motivate tobacco and e-cigarette users to quit are documented.				
4.5	Tobacco and associated device/e-cigarette users and those exposed to secondhand smoke/e-cigarette vapour have their needs identified and documented in the care plan.				
4.6	All tobacco and associated devices/e-cigarette users have access to a tobacco cessation service that provides treatment in line with researched best practice.				
4.7	The tobacco cessation service addresses the needs of different service-user groups through specific treatment guidelines or				

	protocols in line with researched best practice.				
4.8	Pharmacological support is available to tobacco users in line with researched best practice.				
4.9	The tobacco cessation service has a procedure to follow up cessation service-users in line with researched best practice.				
Standard 5: Tobacco-free environment		No / Not implemented	Less than half implemented	More than half implemented	Yes / Fully implemented
5.1	All buildings within the organisation are completely free of tobacco use (including the use of associated devices/e-cigarettes).				
5.2	The grounds and transports systems of the organisation are completely free of tobacco use (including the use of associated devices/e-cigarettes).				
5.3	Signage identifies prohibited products and the tobacco-free campus boundaries for buildings and grounds.				
5.4	Tobacco and associated devices/e-cigarettes are not sold, distributed or advertised within the organisation.				
5.5	There is a procedure to record and prevent secondhand smoke/e-cigarette vapour exposure.				
5.6	All exceptional circumstances are managed by a procedure that is consistent with the denormalisation of tobacco use.				
5.7	A procedure is in place to register all incidents and to manage all policy breaches.				
Standard 6: Healthy workplace		No / Not implemented	Less than half implemented	More than half implemented	Yes / Fully implemented
6.1	The healthcare organisation has a comprehensive workplace health promotion programme.				
6.2	Organisational policies describe the pro-active and exemplary roles of staff in the implementation and support of the workplace tobacco free policy.				
6.3	There is a process in place to identify and motivate tobacco and associated devices/e-cigarette users to quit.				
6.4	Staff have access to a tobacco cessation service.				
6.5	Non-compliance by staff is managed within existing local disciplinary procedures.				
Standard 7: Community Engagement		No / Not implemented	Less than half implemented	More than half implemented	Yes / Fully implemented
7.1	The healthcare organisation works with community partners and other organisations to promote and contribute to national and international tobacco-free activities.				
7.2.1	The organisation works with community partners to encourage and support tobacco and associated devices/e-cigarette users to quit.				
7.2.2	The organisation works with community partners to address the needs of specific target groups (women, adolescents, migrants, disadvantaged and other cultural groups).				
7.3	The healthcare organisation shares best practice in the development and implementation of tobacco-free policies.				
Standard 8: Monitoring and Evaluation		No / Not implemented	Less than half implemented	More than half implemented	Yes / Fully implemented
8.1.1	An internal process is in place to review the implementation of the standards at least annually.				
8.1.2	The review process takes into account feedback from service users and staff.				
8.1.3	The healthcare organisation participates in external review Activities.				
8.2.1	Data collection processes are in place, including the self-audit, to monitor implementation of the tobacco free policy.				
8.2.2	Data collected is used to improve implementation and the annual policy action plan.				
Maximum Total: 144					

Scoring:

No / Not implemented = 0 // Less than half implemented=1 // More than half implemented = 2 // Yes /Fully implemented =3