

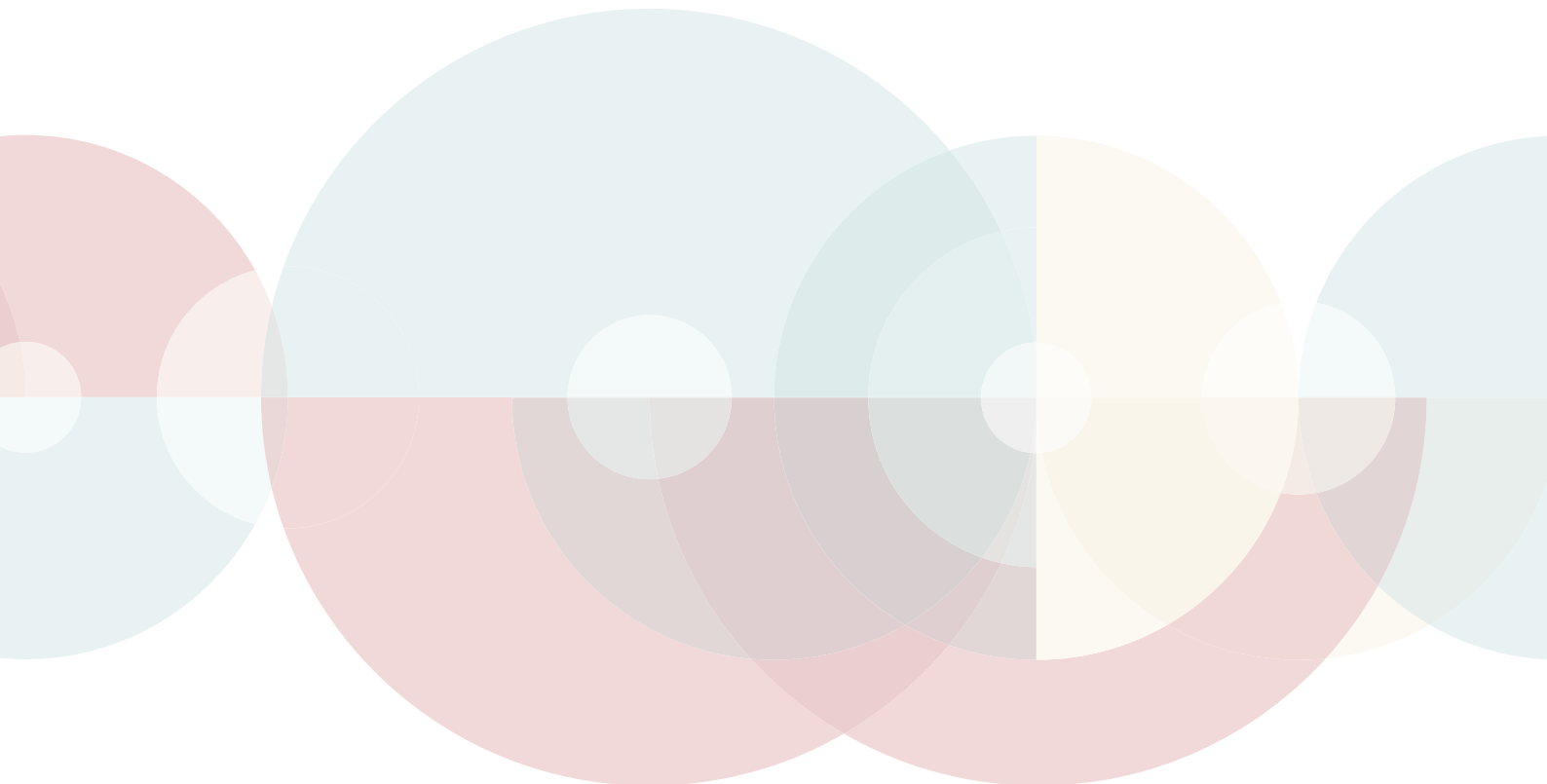


TFI Programme



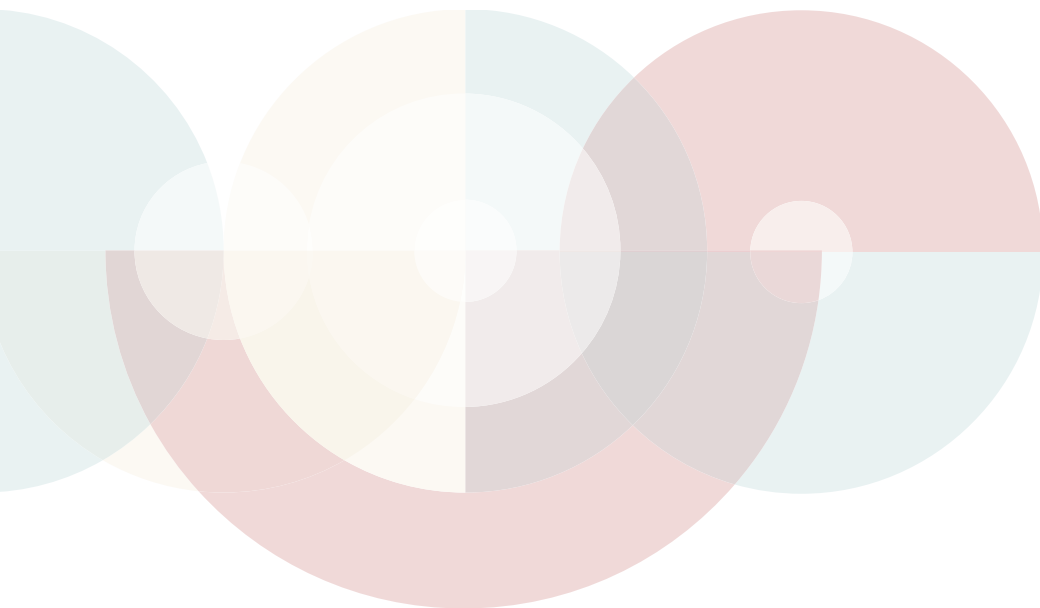
Tobacco Free Ireland

Induction Document for
Stop Smoking
Advisors



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1 Introduction


The Tobacco Free Ireland Government Policy document was published in 2013 and sets a target for Ireland to be tobacco free by 2025, that is a smoking prevalence of <5%. Latest Healthy Ireland data reports that 17% of adults aged 15+ years in Ireland are current smokers. Smoking rates are higher in more deprived areas (24%) than in more affluent areas (14%).

The HSE Tobacco Free Ireland Programme was established in the HSE in 2016, and was one of the first priority area programmes to be established under the Healthy Ireland strategy in the HSE. The main aim of the programme is to take responsibility for and systematically drive policy priorities in the area of tobacco control. This is achieved mainly through preventing smoking initiation and promoting smoking cessation.

The Tobacco Free Ireland Programme coordinates national stop smoking service delivery across the HSE. As part of this co-ordination role, the Tobacco Free Ireland Programme provides training, service support and helps to quality assure, audit and report on the stop smoking service at a national level. The programme also commissions and/or conducts research into behavioural support for smoking cessation which helps to progress and develop the service.

With regard to the training and professional development of stop smoking advisor staff, the TFI programme have developed an online training and assessment programme designed to provide staff with the necessary knowledge & skills required to deliver evidence-based stop smoking interventions. The HSE has a long standing relationship with the National Centre for Smoking Cessation (NCSCT) training in the UK. The NCSCT works with the TFI programme to deliver some of our training and assessment programmes. The National Stop Smoking Services Coordinator and other TFI programme team members work to support local and national service providers in delivering on these best practice standards.

This document sets out the benefits of stop smoking advisor training, the training components and the requirements for staff who are interested in training and registering as HSE Specialist Stop Smoking Advisors. Information & links are provided in the document.



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2 Benefits of Training

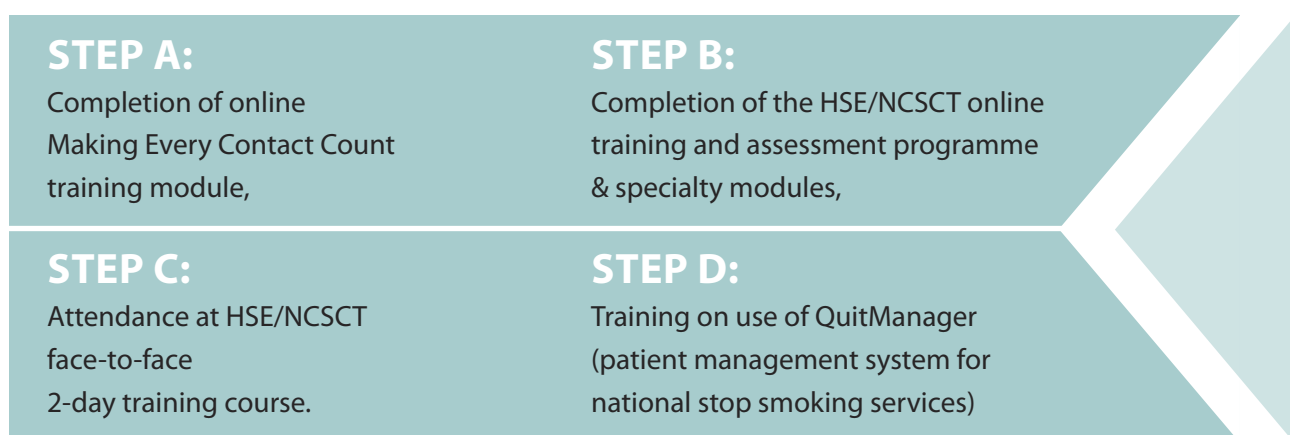
The training and assessment programme developed by the HSE/NCSCCT is evidence-based, supported by research on the competences (skills and knowledge) which are required to deliver stop smoking interventions by stop smoking advisors. This research has identified the set of behaviour change techniques (BCTs), with the strongest evidence of effectiveness, which are to be used when providing intensive smoking cessation behavioural support. This has been further supplemented by a systematic analysis of guidance documents on competences required for the role of stop smoking advisors.

These competences were used to develop the HSE/NCSCCT Stop Smoking Practitioner Assessment and the learning outcomes for the HSE/NCSCCT Training Standard.

There are many benefits to completing the HSE/NCSCCT Training and Assessment Programme, as described below. The training:

- Provides evidence to employers and to smokers that advisors have the necessary knowledge and skills required to deliver stop smoking interventions,
- Ensures that the interventions advisors deliver are evidence-based,
- Identifies and addresses any training needs that advisors might have,
- Fosters professional identity and achievement and a standardised approach to service delivery,
- Enhances an individuals' continued professional development.

THERE ARE 4 MAIN STEPS TO BECOMING A FULLY-TRAINED STOP SMOKING ADVISOR:



Completion of online MECC training module and the HSE/NCSCCT online training (including specialty modules – *Smoking in Pregnancy and the Post-partum Period and Smoking and Mental Health*) is required before attendance at the HSE/NCSCCT face-to-face training days. More-detailed information on each of these steps are provided in the following sections.

3 Online Training Components

Step A: Making Every Contact Count (MECC)

Making Every Contact Count was established by the HSE in 2016 to support the implementation of Healthy Ireland in our health services and help support people to make healthier lifestyle choices.

MECC provides health professionals with training and information on how to support patients to make healthier lifestyle choices, during routine contacts or appointments. Through these contacts, health professionals will address risk factors for chronic disease and help patients achieve positive long-term health behaviour change.

The main risk factors health professionals will talk about are:

- tobacco use
- alcohol and drug use
- unhealthy eating
- physical activity

Training programme

The Making Every Contact Count training programme is available to all healthcare professionals in Ireland. It was developed in consultation with healthcare professionals and patients in order to provide effective tools and knowledge to carry out a brief intervention with patients or service users. The E-learning training programme consists of 6 x 30-minute e-learning modules.

Register [HERE](#).

The Making Every Contact Count training modules include:

- An Introduction to Health Behaviour Change – providing a foundation in behaviour change theory and techniques including the underlying principles of a patient centred approach.
- Four topic modules on smoking, alcohol and drugs, healthy eating and active living.
- A skills into practice module – which demonstrates the skills of how to carry out a brief intervention across a range of topics through a suite of video scenarios using real-life healthcare professionals. (Please note attendance at this skills into practice module is not a requirement to register as a stop smoking advisor but is a beneficial module).

This training programme has been approved by a range of Healthcare Professional bodies for Continuous Professional Development (CPD). A certificate will be issued on completion of a short assessment.

Step B: HSE/NCSCCT Online Training Module & Assessment

The HSE provides an online HSE/NCSCCT training and assessment programme designed to develop the competences (knowledge & skills) required by Specialist Stop Smoking Advisors. The training programme provides staff with a good understanding of the factors involved in smoking and smoking cessation, a background on nicotine addiction and assessment of same as well as the theory around stop smoking medications and will link this theoretical understanding to professional practice. The training programme includes the information required to pass the practitioner assessment and receive HSE/NCSCCT certification as a Specialist Stop Smoking Advisor/Practitioner.

How to register for the course:

- The programme can be accessed [HERE](#) or by clicking on 'Online Training Home' on the top banner of the NCSCCT website,
- Select 'Ireland' from the list on the right hand side of the page. This will lead to the Ireland training homepage,
- There are a number of training courses and assessments available on the homepage. Stop smoking advisors who wish to gain HSE/NCSCCT certification need to register first. To do this:
 1. Click on the 'Practitioner Training: core competences in helping people stop smoking'
 2. Complete the details in the table on the right hand side of the page and click 'Register'.

Note: the code to enter is IRL2020

Once registered, Stop Smoking Advisors will have access to the full training course and assessment.

Note: access to the 'Smoking in Pregnancy and the Post-partum Period' and 'Smoking and Mental Health' specialty modules is only available to those who pass the assessment for the 'Practitioner Training: core competences in helping people stop smoking'.

Content: There are approximately four to six hours of study materials that can be accessed in as many sessions as required, and which will remain available as a resource for stop smoking advisors who wish to review at any point during their initial training or service delivery. The training course covers the following areas:

1. Smoking in the population	5. Behavioural support	9. Practice: quit date
2. Smoking and health	6. Medications	10. Practice: post-quit
3. Special populations	7. Other treatments	11. Practice: group
4. Nicotine dependence and nicotine withdrawal symptoms	8. Practice: pre-quit	

Stop smoking advisors can choose their own path through the course and review materials as needed, depending on prior knowledge and experience. There are video clips explaining and demonstrating important components of behavioural support as well as additional information and links to other resources throughout. Practice questions are also included to check understanding on some the topics.

Assessment: When advisors feel confident with the material in the training course, they can sit the HSE/NCSCT Stop Smoking Practitioner assessment.

- The assessment is made up of **25 multiple choice questions** and assesses the core knowledge and practical skills required to deliver effective stop smoking interventions,
- The test should take between **30-60 minutes to complete**; but advisors have up to 90 minutes if longer is needed,
- Each multiple choice question is randomly drawn from a bank of questions and involves selecting one correct answer from four possibilities,
- The pass mark is 70% and upon passing, advisors will receive full HSE/NCSCT certification.

If advisors do not pass the assessment they can retake it, but on each occasion they will have to wait a minimum of three whole days between assessments to allow time to access the online training course and revise the relevant content. To aid further revision in instances where the assessment is not passed, or where advisors do not get 100%, links to specific sections of the training that are relevant to the questions answered incorrectly will be emailed to the trainee.

Certification: Each time an assessment is successfully completed the option will be given to view and print a copy of the certificate straightaway. A copy of the certificate will also be emailed to trainees.

Specialty modules: After achieving HSE/NCSCT certification, trainees will be able to access the *Smoking in Pregnancy and the Post-partum Period and Smoking and Mental Health* specialty modules. These can both be accessed via the country-specific training homepage.

Other courses:

There are further modules available that can be accessed irrespective of NCSCT certification status. These include the Very Brief Advice on Smoking, Very Brief Advice on Secondhand Smoke and Stop smoking medications modules.

Please note: Ireland varies from the UK in their position with regards to the use of e-cigarettes/vaping as a stop smoking support. A Health Research Board (HRB) systematic review into e-cigarettes reported that they were no more effective than approved and regulated nicotine replacement therapy to help people stop smoking. In addition, they can cause harms including burns, poisonings and lung injuries. And, they also reported that e-cigarettes are associated with adolescents starting to smoke tobacco cigarettes, which could potentially lead to serious harm.

Therefore for these reasons, the HSE does not recommend the use of e-cigarettes as a stop smoking aid. The use of Electronic Cigarettes (e-cigarettes) is not permitted within HSE facilities or on HSE campuses. Electronic Cigarettes cannot be advertised, promoted or sold in any healthcare establishment. In addition, their use by patients, staff and visitors is prohibited in all healthcare settings and campuses. The HSE will continue to provide smoking cessation counseling and tobacco dependence treatments to help those who smoke deal with their nicotine dependence and to support quitting, including those who choose to use an e-cigarette rather than an evidenced based stop smoking medication.

4 Face to Face Training Component

Step C: Attendance at HSE/NCST 2-day Training Event

The HSE will deliver at least one (2 day face to face training course) each year. The aim of the 2 day course is to provide participants with the opportunity to learn and practice the skills necessary to deliver face-to-face individual smoking cessation interventions using role play, group work and experiential based learning techniques. For course attendees new to the field this is likely to involve identifying these skills; for more experienced attendees the aim will be to refresh and develop these skills.

Learning Objectives

At the end of the course, attendees will be able to display competence in approximately 50 skills, as described in Section 4 (Practice) of the *NCST Training Standard: Learning Outcomes for Training Stop Smoking Advisors* (Training Standard) in the areas of:

1. Undertaking assessments: for example, assessing client's current commitment, readiness and ability to quit throughout the quitting process,
2. Planning behavioural support: for example, using relevant information from a client to tailor behavioural support,
3. Delivering behavioural support, covering:
 - Directly addressing motivation in relation to smoking and smoking cessation
 - Maximising capacity and skills for exercising self-control
 - Promoting effective medication use and other supporting activities
 - General communication

The training application form can be downloaded [HERE](#).

5 QuitManager Training

Step D: Training in the use of QuitManager Patient Management System

QuitManager – The National Health Behaviour Clinical Management System is a web-based patient management system used to record service and client activity and manage stop smoking services data in Ireland. Stop smoking service outcomes (Key Performance Indicators) are reported on a quarterly basis to the Department of Health. This system since its implementation in 2018 has resulted in reduced paperwork, improved reporting and increased client confidentiality.

All staff who participate in stop smoking advisor training and wish to become stop smoking advisors need to be provided with access to the quitmanager patient management system and commit to training and use of the system.

ICT Requirements

To be set up as a QuitManager user you need to ensure you have the following in place:

- Access to a laptop or desktop
- HSE email address*
- Access to internet
- Internet Browser – Internet Explorer 11 or Google Chrome

* **Note:** For non-HSE email address holders, the QuitManager SuperUser Team will advise you on what is required for you to access QuitManager.

Active Directory Set Up

All new advisors need to complete a system access request to enable them to be set up on the QuitManager Active Directory. This can be completed on IVANTI (for HSE Staff) or via the QuitManager SuperUser Team (quitmanager.tfi@hse.ie) for non-HSE staff. This ensures that only approved personnel can access the QuitManager system. The National Stop Smoking Services Coordinator should be recorded as the 'line manager' for approval of this request on IVANTI (the national IT service helpdesk system).

Training

The TFI programme have developed a self-directed and interactive e-learning module specifically designed to train new stop smoking advisors and support all advisors in the use of QuitManager. This training programme will sit on HSElanD e-learning platform. It can be completed in a number of sittings or all at once. It includes some simulations of data entry for mock clients to help new users become more comfortable with using the system.

This self-directed e-learning module may be supplemented where necessary with live online training. The HSE Superuser Team will deliver this live training. The training is interactive and participants use QuitManager on their own laptop or desktop during the training session.

Initially, all users will be given access to the QuitManager 'Test site'. Here, users can practice using QuitManager and create fictitious clients and record fictitious clients' quit smoking journeys.

Following completion of the e-Learning module, all participants are invited to complete a post-training workbook. When all training is completed the Advisor will then be given access to QuitManager 'live site' to support them in the delivery of their stop smoking clinics.

6 How to set up and deliver a We Can Quit Programme (WCQ)

We Can Quit is a 7-12 week group support programme to support those who smoke to quit. It is delivered in the community by trained peer facilitators, who are trained as stop smoking support specialists and recognised and quality assured by the HSE. The programme was originally developed for women only but has been adapted recently to meet the needs of men only groups and mixed gender groups who would equally benefit from this support programme.

WCQ was first delivered in 2014 by the Irish Cancer Society to support women living in disadvantaged communities to quit smoking. Interest in and demand for the programme grew year on year, including requests for a men's programme. In 2020, the HSE TFI programme took over the coordination of WCQ. It is now funded by the Sláintecare Healthy Communities Initiative, with the first men's only programme run in 2021.

WCQ is delivered in the community and locally coordinated by a community partner, e.g. Local Area Partnership or any other large community organisation. Working relationships between the organisations take time to build and all partners must demonstrate a willingness to work together for a common purpose. The aim of WCQ is to build healthy tobacco free communities, with full community support, to reduce the burden of ill health and normalise quitting.

The WCQ Delivery Model 2020, has been tried and tested, and this is the model that should be followed for each stage of the set-up, development and delivery of the programme. Every member of the Local Advisory Group, the Community Facilitators and the Community Pharmacist has a role to play in the development and/or delivery of the programme and therefore must understand the Core Components of the Delivery Model.

Core Components of the We Can Quit Model:

- Supported by a Local Advisory/Steering Group who identify the needs of the target population and oversee the programme planning and delivery;
- Delivered by community facilitators who have been trained to the HSE national standard in smoking cessation and in the elements of WCQ;
- Co-facilitated weekly group-based support and activities over 7, 10 or 12 weeks (as appropriate to the gender element of the group);
- Co-delivery of the programme between community development organisations and health professionals;
- Flexible one to one behavioural support in addition to the group support;

- Access to 12-week supply of stop smoking medications (combination NRT or varenicline);
- Additional support from pharmacy staff,
- Programmes explore the need to name and manage fear of failure and to establish what personal success is for participants;
- Confidence boosting and celebratory achievements are shared with family and friends.

There are three core elements specific to the programme. It is important that the community facilitators especially, understand these 3 elements, as it is their responsibility to deliver or support the delivery of these throughout the programmes:

- **Weekly Group support** – facilitated and managed by the Community Facilitators;
- **Weekly One to one support** – provided by the Community Facilitators and the community pharmacist during pharmacy visits;
- **Access to free Stop Smoking Medications** (combination NRT or varenicline) – facilitated by the Community Facilitators with the support of the Local Coordinator and dispensed by the Community Pharmacist.

WCQ takes a holistic approach to quitting smoking and creating and maintaining a healthy life. During the programme the Community Facilitators use the following tools to provide the support and motivation necessary for participants to quit smoking:

- Weekly Carbon Monoxide readings
- Participant Resource Book
- Motivational Interviewing
- Guidance on using stop smoking medications and following participants progress in using this
- Group support – sharing stories, experiences, hints and tips
- Providing information on or access to referral pathways to other services, e.g. community groups, activity/sports groups, social supports, self-care, healthy eating, etc.

The Community Pharmacist

The community pharmacist plays an important role in the delivery of the programme. The relationship with the pharmacist and the experience of the participant when visiting the pharmacy are as important as the relationship between the participant and the Community Facilitators.

The smooth provision of NRT during this part of the programme is crucial to the participant's positive experiences. The community pharmacist should provide additional one to one support, increase participant confidence and provide encouragement to continue their smoke free journey.

The Celebration – final week of the programme

The Celebration event on the final week is an important aspect of the programme. It reinforces the continued commitment of the local delivery partners to support people in communities where smoking cessation supports are needed most. It acknowledges the improvements that men and women have made to their health and the benefits they have brought to family and friends. This is an opportunity for the participants to explore the journey that they have taken, and to share, recognise and celebrate their own achievements.

The Partnership Approach

An integrated partnership approach between local community organisations and the local health service, supported by a steering group is required for this model to work effectively. The community partnership approach allows for the pooling of skills and expertise of those in the health service with those working directly in and with the communities. This creates a community-based response to high level national policies by promoting equality and mutual respect between the voluntary and statutory sectors.

This approach incorporates:

- The co-development of services between the statutory health service and the community and voluntary services;
- The co-delivery of the model between community development staff and the health professionals;
- A non-judgmental and empowering approach based on equality between the service user and the service provider;
- An Integrated approach to social justice issues like poverty, inequality, gender, caring roles and responsibilities and an understanding of the subject area.

It is important to engage with a variety of community partners. They play a vital role in gaining access to the local community, providing insight into their needs. They know where the gaps in health provision lie and why individuals or certain communities may or may not engage in a service, like We Can Quit or other stop smoking services. They will help to identify suitable individuals to become Community Facilitators and they will support and guide when recruiting participants for the courses.

Further information and supporting materials for all aforementioned aspects of training and induction can be found on the resource section of the TFI web page which can be accessed [HERE](#).

Some materials are password protected the password is TFI2021

Please feel free to contact any of the team, our contact details are overleaf.

7 Contact Details: Tobacco Free Ireland Programme Staff

CONTACT DETAILS	
General Programme Queries	TfI@hse.ie
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