We Can Quit Checklist

Contents

Introduction

This document explains the tasks that need to be completed before, during and after the delivery of a We Can Quit course.

The Local Coordinator and the SláinteCare Coordinator should use this document to support the community facilitators to deliver We Can Quit.

Pre-course checklist

Local coordinators' tasks[1]

Time frame	Item/task	Check ✔
Ongoing	1. Promotion of WCQ as a service provided by your organisation on your website, social media and any other avenues available	
2 months before the course starts	2. Promote upcoming course, supported by all stakeholders	
	3. Open and manage registrations/expressions of interest	
	4. Check availability of community facilitators	
	5. Identify a suitable venue and book	
	6. Select course start date and times, in consultation with the community facilitators	
	7. Pharmacist – identify the community pharmacist and ensure that they have all details of the upcoming course	
1 month before the course starts	8. Participant books: order these from www.healthpromotion.ie at least 4 weeks before the course is due to start	
	9. Continue promotion with the support of all stakeholders: venue hosts; pharmacy; GPs/Primary Care Centres; local stop smoking service; community facilitators; any other identified community partners	
	10. Guest speakers – identify potential guest speakers for the course	
	11. Check that the CO monitors are working and that there is a sufficient supply of accessories	
2 weeks before the course starts	12. Clinic Set up form – submit the clinic set up form to quitmanager.tfi@hse.ie at least 2 weeks before the course is due to start	

---

[1] Support is provided by the SláinteCare Coordinator or the person appointed by the SláinteCare Coordinator.

	13. Check in with the community facilitators and ensure that they can access QUITManager. Ensure that they have a copy of the Facilitators' pack, all the accessories for the CO monitors, laptops, phones and any other resources that they need	
1 week before the course	14. Give the names and contact details of the registered participants to the community facilitators so that they can make introductions	

Supporting information

1. Ordering We Can Quit resources

The We Can Quit Participants' books and Facilitators' packs are on a restricted list. This means that only those named on the list can order these resources.

Books are ordered through www.healthpromotion.ie. You will need to have an account.

If you do not have an account, you can register on www.healthpromotion.ie. Once you have registered, email healthinfo@hse.ie and request access to the restricted list for We Can Quit resources.

Please note: access to this restricted list will only be given to Tobacco Leads, SláinteCare Coordinators and Local Coordinators from the partner organisations.

2. Ordering CO monitors and accessories for monitors

CO monitors and accessories are available to order from www.medivent.ie.

3. Clinic set up form

- A new group clinic set up form must be submitted for every new course
- The new group clinic set up form can be downloaded from the TFI We Can Quit resources page
- It must be completed and submitted to the SuperUsers by emailing quitmanager.tfi@hse.ie at least 2 weeks before the course starts
- The clinic name must follow the naming protocol as outlined in Guidance note 13 - How to name a group clinic for quitmanager

4. Resources for We Can Quit and QUITManager

- Additional resources are available to download from the HSE TFI Resources page
- The We Can Quit resources page contains downloadable forms, certificates, a copy of the participants' book and other items
- The QUITManager resources page has Guidance Notes, which explain how to complete specific tasks on QUITManager
- Some documents are password protected. The password is: TFI2021
- There are a list of websites in the Facilitators' Pack, which contain other useful tools and resources.

Community facilitators' tasks

The list below can be used by the Local Coordinator to ensure that the community facilitators are prepared for the upcoming course.

Time frame	Item/task	Check ✔
2 months before the course starts	1. Notify the local coordinator of your availability to deliver a course	
	2. Promote the course – word of mouth is very powerful	
2 weeks before the course starts	3. Log into QUITManager and make sure you have access – if you are having issues contact the local HSE team member for support	
	4. Ensure you have your copy of the Community Facilitators' pack	
	5. Continue promotion	
	6. Meet with co-facilitator and plan the programme. Ensure you have all the resources for the course	
1 week before the course	7. Phone all the participants and welcome them to the course (see Community Facilitators' pack page 8 for more information)	
	8. If possible, complete episode creation on QUITManager	
1 day before	9. Send a reminder text to all participants	

Course delivery checklist

During course delivery, it is important that the community facilitators are offered support, mentorship and guidance from the SláinteCare Coordinator/Tobacco Lead or appointed Stop Smoking Advisor and the Local Coordinator.

Check in regarding the following items as appropriate to the level of experience and knowledge of the community facilitator.

Item/Task	Responsibility
1. Provide support to use QUITManager – assigned stop smoking advisor has access to the clinic	HSE local support[2]
2. Provide support and information regarding stop smoking medications	HSE local support
3. Check in with the community pharmacist to ensure that all is going well and that there are no issues. Remind them to keep records up to date and to submit invoice at the end of the course	Local coordinator
4. Ensure that the community facilitators continue to have sufficient supply of all resources required – e.g. CO Monitor accessories, flipcharts and markers, tea/coffee, etc.	Local coordinator
5. Ensure that any planned guest speakers have all the information that they require	Local coordinator

---

[2] This is either the SláinteCare Coordinator or the person appointed to provide local support by the SláinteCare Coordinator.

Post-course checklist

A few tasks must be completed at the end of every programme. Where the community facilitator has responsibility for completing a task, please follow up to ensure that it has been completed.

Item/Task	Responsibility
1. Complete participant satisfaction survey	Community facilitator
2. Email quitmanager.tfi@hse.ie and notify that the course has ended and to request that call backs are reassigned to the HSE stop smoking advisor	Community facilitator or HSE stop smoking advisor
3. Check that calls backs have been assigned to the HSE Stop Smoking Advisor	Community facilitator and HSE stop smoking advisor
4. Complete Community Facilitators' post course evaluation – available on the TFI We Can Quit Resources page	Community facilitator and local coordinator

Supporting information

1. Participant satisfaction survey

At the end of every course, participants should be asked to complete the We Can Quit Participant Satisfaction Survey. The link is available on the TFI We Can Quit Resources page and there is a QR code to the link in the participants' books on page 63. Here is a copy of that QR code:

For those who cannot access the survey online, there is a printable version of the survey, also available to download from the TFI We Can Quit Resources page. It is the responsibility of the community facilitator to collect this survey and enter onto the online version.

2. Assigning call-backs to the HSE Stop Smoking Advisor

As per the standard treatment programme, all clients attending a stop smoking service should receive a call back at 12, 26 and 52 weeks post their quit date. These are completed by the assigned HSE stop smoking advisor. Once a course has been delivered in full, please email the SuperUsers at quitmanager.tfi@hse.ie and inform them that the course has come to an end and to reassign all outstanding call-backs. Sample text for email:

 "The WCQ course titled 'SHCP WCQ Male Ballyphehane FRC Oct 2023' has come to an end. Please reassign all outstanding call-backs in this clinic to {Insert Name of the stop smoking advisor}."