



# We Can Quit Induction notes

## Induction for We Can Quit Community Facilitators

### Table of Contents

<b>SECTION 1.....</b>	<b>1</b>
Introduction .....	1
How to use this document.....	1
<b>SECTION 2.....</b>	<b>2</b>
Introduction to We Can Quit Train the Trainer – Complete overview .....	2
Aim .....	2
Objectives.....	2
Order of training .....	3
<b>SECTION 3.....</b>	<b>4</b>
Induction session .....	4
Aim .....	4
Objectives.....	4
Resources and materials.....	4
Induction session notes .....	5
Role and responsibilities of the We Can Quit Community Facilitator .....	11

## SECTION 1

### Introduction

This document has been developed to support you to deliver the Induction session to individuals wishing to train as We Can Quit Community Facilitators.

The Induction session can be delivered either face to face or online.

There are 2 main aims of the induction training:

1. For you to determine that those wishing to be attend the training are suitable and eligible
2. For the individuals to be able to make an informed decision on whether to proceed to becoming a We Can Quit Community Facilitator.

#### **Remember, when selecting We Can Quit Community Facilitators:**

- Being an ex-smoker is preferable
- Being a non/never smoker is acceptable
- Ex-smokers must be at least 12 months quit.

It is important before the induction starts to ask the question:

- “Why do you want to train to be a We Can Quit Community Facilitator?”  
If possible take a note of each person’s name and their response.

At the end of the presentation, follow this up with the question:

- “Do you still want to become a We Can Quit Community Facilitator?”  
Take a note of anyone who answers “no” and any comments that others may make.

Note: Not everyone who attends this Induction session may be suitable and/or eligible to train as a We Can Quit Community Facilitator. You should consult with the Local Coordinator on this.

### How to use this document

Section 2 gives a brief overview of the full Train the Trainer programme. Section 3 has all the information you need to deliver the Induction session. It presents the aim and objectives, resources required and notes for each slide. There is a PowerPoint presentation to accompany these notes.

## SECTION 2

### Introduction to We Can Quit Train the Trainer – Complete overview

#### Aim

To provide Community Facilitator's with the knowledge, information and skills to deliver a community and peer led stop smoking programme to men and women who want to quit smoking.

#### Objectives

- To expand the knowledge and skills of Community Health or lay Workers to deliver the We Can Quit programme to men and women living in their community.
- To understand the gender specific issues to smoking and to health – Social Determinants of Health.
- To identify and explain evidence based stop smoking methods, group work skills and confidence building tools and to apply the skills and tools to a group setting for smoking cessation
- To explain the theory and process of behaviour change, including Brief Intervention for Stop Smoking (MECC) and Motivational Interviewing, and to apply this to supporting groups of men and women to quit smoking
- To describe the health risks of tobacco use, the benefits of quitting and the barriers and facilitators in quitting
- To recognise the value and role of Community Facilitator led groups in supporting behaviour change
- To know how to provide one-to-one motivational support
- To explain the monitoring and evaluation procedures of the programme.

## Order of training

The training is delivered in the order as presented below.

Topic	Time	Training delivery method	Method of assessment	Responsibility
Induction	1 hour	Group face-to-face/ Online	Attendance	SHC Coordinator
Online MECC	4 to 6 hours	Individual Online	Completion of training and assessment	SHC Coordinator
Online NCSCCT	6 to 8 hours	Individual Online	Completion of training and assessment	SHC Coordinator
WCQ information session	3 hours	Online	Participation	TFI WCQ Coordinator
2 day NCSCCT: Skills to practice	2 days	Group face-to-face	Participation	TFI WCQ Coordinator
QuitManager	4 hours	Online	Completion of training and assessment	TFI SuperUser
Facilitation skills training <sup>1</sup>	2 days	Online or face-to-face		Local Coordinator

### IMPORTANT

On completion of training, newly recruited facilitators must co-deliver their first two programmes with an experienced WCQ Community Facilitator or a HSE Stop Smoking Advisor.

---

<sup>1</sup> Those without prior group facilitation experience or training should complete this training. This is the responsibility of the Local Coordinator.

### SECTION 3

#### Induction session

##### Aim

To give an overview of the delivery model and the requirements for completing the WCQ Train the Trainer

##### Objectives

- Determine that all candidates are eligible and/or suitable to complete the training
- Describe the different elements of the training
- Explain the role of the WCQ Community Facilitator
- Prepare participants for the online elements of the training and assess level of supports that may be required

##### Resources and materials

- Laptop and projector
- Presentation slides
- Name Tags
- Sign in sheet
- Handout – “Role Description of the We Can Quit Community Facilitator”
- Writing paper (optional)
- Pens and markers (optional)
- Flip chart paper (optional)
- Access to online training

Deliver information on slides 1 to 24 and answer any questions they may have. The following pages provide an explanation or commentary for each slide.

There are additional slides at the end of the presentation which contain screen shots taken from MECC and NCSCT Level 2. These can be used if trainees require additional information on how to access the training.

### Induction session notes

#### **Slide 1: Welcome**

[Welcome participants and introduce yourself. Participants introduce themselves by saying who they are and why they are interested in becoming a We Can Quit Community Facilitator].

#### **Slide 2: Aim of Induction**

[Read the slide]

#### **Slide 3: Aim of WCQ, Train the Trainer**

[Read the slide]

NOTE: See page 3 for the overall aim and objectives of the Train the Trainer programme.

#### **Slide 4: What is covered in the training**

[Read the slide] and add:

“The information on this slide provides some of the detail that will be covered throughout the training – from MECC to the completion of QuitManager training.”

#### **Slides 5: At the end of the training you will...**

[Read the slide]

#### **Slide 6: What is We Can Quit**

[Read the slide]

#### **Slide 7: We Can Quit – Why?**

[Read the slide] and add:

“In 2011, the Irish Cancer Society and the National Women’s Council of Ireland launched a report that revealed that more women were dying from lung cancer than breast cancer. It also highlighted that although more men smoked and were dying of lung cancer than women, the gap was narrowing. Women living in areas of disadvantage were disproportionately affected by this.

“Following this report, the Irish Cancer Society carried out an Action Research in partnership with HSE Health and Wellbeing, local community organisations and local community pharmacists. The result was, We Can Quit – a 12 week stop smoking programme specifically for women. First piloted in 2014 in North County Dublin/CHO9.

“The Men’s programme was developed in 2021 and was piloted in autumn 2021. The programme is now available for men’s only, women’s only and mixed gender groups”.

### **Slide 8: What participants have said about WCQ**

Either read the quotes or allow the group to read themselves.

### **Slide 9: Partnership Approach to Delivery**

“This slide presents a list of the types of organisations that are involved in the delivery and coordination of WCQ at local level.

“The success of WCQ has come about due to the partnership approach, which 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.

“All partners are involved in each stage of the coordination of WCQ, from set-up and delivery, to the evaluation of the programme.”

### **Slide 10: Core Components of WCQ**

“There are 3 core components to WCQ, which are delivered as part of every course. It is the responsibility of the community facilitator to provide and manage these supports.

1. Group support: Participants meet on a weekly basis where they are provided with information and support from the Community Facilitator and also support from the peers in their group.
2. One to one support: provided by the Community Facilitators on a weekly basis. This is an opportunity for the participant to access additional support which is specific to the needs of that individual. This is done over the phone, by text or even face-to-face.
3. Access to 12 weeks supply of free stop smoking medication. This includes combination NRT, varenicline or bupropion. You will learn about medications during the face-to-face training and by completing the medications module on the NCSCT website.”

### **Slide 11: Role of the WCQ Community Facilitator**

NOTE: Distribute the “Role and responsibilities of We Can Quit Community Facilitator” handout.

“The role of the Community Facilitator is varied and includes:

- Talking
- Listening
- Providing support and helping to increase motivation
- Providing information
- Collecting information
- Reporting
- Referring to other services (some participants may have health concerns or issues that fall outside the expertise of the WCQ community facilitator and there should be referral pathways for such. This support is provided by the Local Coordinator/Lead Organisation and/or the HSE).”

### **Slide 12: Responsibilities of the WCQ Community Facilitator**

“The Community Facilitator is responsible for the overall delivery of the programme. This includes the planning and delivery of the weekly group sessions, providing one to one support, guidance on medications, managing and recording client data on a weekly basis using QuitManager and monitoring and evaluating sessions and courses. In addition, you are also expected to support the recruitment of participants and promote upcoming courses.

“You will find more information on page 15 of the facilitators’ book, which you will receive when you complete the WCQ information session.”

### **Slide 13: Skills and attributes of the WCQ Community Facilitator**

[Read the list on the slide] and add:

“Some of you will have these inherently and others you can learn and/or develop through the training”.

### **Slide 14: Time commitment – course delivery**

[Read the slide] and add:

“Before a course starts, the Community Facilitator is expected to support the recruitment of participants and the promotion of courses. This can be done through your social connections and social media, or handing out/dropping off leaflets. The Community Facilitator will also need to complete registration of participants and data entry to QuitManager, the HSE’s patient management system for stop smoking services.

“The expected time commitment is up to 6 hours each week during course delivery – this includes 3 hours of course delivery (1.5 hours for group sessions and up to 1.5 hours for the individual one-to-one supports). In addition you are expected to plan and prepare for each session as appropriate with your co-facilitator, and to record client information onto QuitManager.

Once a programme is finished, you may be asked to complete a post course evaluation which will help to identify any issues that you may have had, additional training requirements, or anything else that may arise – positive or negative”.

### **Slide 15: WCQ Train the Trainer outline**

“These are the training elements that you must complete before in order to become a WCQ Community Facilitator. This training is the minimum standard required to deliver a stop smoking service. The facilitation skills training is the only element that is not compulsory but is advisable for anyone who has not facilitated before. Speak to the local coordinator from the partner organisation about options available to you.



It is vital that you start the online elements of MECC and NCSCT Level 2 as soon as possible because they must be completed before attending the face-to-face training. I will show you how to access these in the next few slides and I can offer support if you are having difficulty with access.”

### **Slide 16: On completion of training**

[Read the slide] and add,

“You must familiarise yourself with the course content. Before delivering a course, you must meet with your co-facilitator to plan the programme and then meet weekly to plan each session. You should also allow time at the end of each session to debrief with your co-facilitator”.

### **Slide 17: Make Every Contact Count**

“Make Every Contact Count (MECC) provides health professionals with the information that they need to support patients to make healthier lifestyle choices. During routine consultations health professionals ask patients about lifestyle behaviours related to chronic illness. The goal of these contacts is to address risk factors for chronic disease. The main risk factors that they will talk about are tobacco, alcohol & drug use, unhealthy eating, and physical activity. The training provides the trainee with effective tools and knowledge to carry out brief interventions with patients and service users.

The course is completed online. The E-learning training programme consists of 8 x 30 minute modules.

- An introduction to behaviour change – necessary to deliver any stop smoking intervention
- 6 topic modules: smoking, alcohol and drugs, healthy eating, physical activity, mental health and overweight and obesity
- A skills practice: demonstrates how to put the skills into practice for a brief intervention.

MECC can be completed in one sitting or multiple sittings, just pick up from where you left off. You will receive a certificate on completion.”

“The training module for MECC is available on [www.hseland.ie](http://www.hseland.ie). You will need to create an account and I can support you with this”.

### **Slide 18: National Centre for Smoking Cessation and Training**

“This training will provide you with the core skills and competences to deliver a stop smoking service.

There are two main elements to the training: The online modules and the 2-day face-to-face training

1. The Practitioners training is the first element that you must complete. This covers the core competencies in helping people to quit smoking. It will provide you with a knowledge of effective behavioural support and information on stop smoking medications for people who want to quit smoking.

This module can take between 6 and 8 hours but can be completed in one or more sittings.

There is an assessment at the end of the training, which contains 24 multiple choice questions, of which you must achieve 70% pass as a minimum in order to pass.

Some tips for completing this training and the assessment:

- During the training, take notes and read the additional information that is provided.
- When you sit the assessment, make sure you have a quiet space with no interruptions.
- If you do not pass the assessment on the first attempt, you can sit it again. At the end of the assessment, you will be directed to the elements that require further reading. **Please note** that if you do not pass, you must wait 3 days before you can attempt the assessment again.

The additional online modules which you will also need to complete are: Speciality courses in “Mental Health and Smoking Cessation” and “Pregnancy and Smoking Cessation”. These can be completed once you have completed the Practitioner Training Module.

2. Skills to Practice face-to-face NCECT: Once you have completed the online modules, you are then eligible to attend the of face-to-face training. This training allows you to put the skills that you have online into practice.

### Slide 19: NCSCT access and registration

“This is the link to the training. I will email this to you afterwards. You will have to register before accessing the training, and you will need this passcode: IRL2020.

“When you register you will have to create a username and password which you will need each time you log on.”

### Slide 20: QuitManager training

“This is the HSE’s Patient Management System. The image on the screen is a screen grab from the test site.

Everyone delivering a stop smoking service must record and manage client data using QuitManager. QuitManager records service and client activity. This means less paperwork and allows you to keep track of client progress.

Once you have completed the other training elements, you can complete the QuitManager training. This is access through [www.hseland.ie](http://www.hseland.ie). You will need to log onto the site and create account. You will then access to a number online training modules.

To access and complete the QuitManager training, simply search for QuitManager.

If required, a follow up with one of the QuitManager SuperUsers can be organised.



## Induction for Train the Trainer

Once you have completed the NCSCT training, we will organize access for you to QUITManager. I will set this up for you and send you the information on how to activate and log into your account. For now, all I need is:

- Email address supplied by the Local Coordinator from your organisation. HSE IT will not accept personal accounts or email addresses ending in GMAIL, Hotmail, Yahoo, etc.
- A phone number – this can also be provided by the Local Coordinator.

You will need to ensure that you have:

- Access to a laptop or desktop – this may be provided by the Local Coordinator
- Access to internet”

### **Slide 21: Dates and venues for training**

[If you know when and where the training will take place, you can add to this slide]

### **Slide 22: Thank you!**

“Does anyone have any questions?”

“Do you still want to become a We Can Quit Community Facilitator?”

“I will be in touch with links to training, including passcodes. If you have any questions or issues you can contact me or the Local Coordinator for support.”

## Role and responsibilities of the We Can Quit Community Facilitator

### Introduction

We Can Quit (WCQ) is a community-based stop smoking programme. The purpose of the programme is to support women and men<sup>2</sup> living in communities where smoking prevalence is highest, to quit smoking and improve their overall health and well-being. The community partnership approach used to deliver the programme has been designed to increase awareness and add value to existing services and programmes that combat social exclusion and address the health and well-being of the population. The programmes follow evidence based, best practice standards in smoking cessation and gender based health.

### Reporting

The Community Facilitator will report to the Local Coordinator.

The Local Coordinator sits on the Local Advisory Group, which oversees the direction and delivery of the local stop smoking community programme. He/she provides local leadership and articulates the need for community based responses to tackle tobacco use in areas where smoking prevalence rates are high.

The Advisory Group is made up of representatives from community development organisations, local area based partnerships, county councils, the HSE and/or other relevant local organisations.

### Training

In preparation for programme delivery all suitable candidates will be required to participate in a 4 - day face to face training programme. In addition to this, there are 2 online training modules which need to be completed. The programme is delivered over the course of 6 to 8 weeks.

Refresher training and/or updates will be provided as appropriate.

### Time Commitment<sup>3</sup>

- Recruitment and information sessions, including registration of participants, 6 to 10 hours prior to the programme
- Programme delivery 3 to 6 hours per week for 12 weeks
- Post programme up to 4 hours for evaluations and debriefing

### Main Duties

The Community Facilitator is responsible for the overall delivery of the programmes with their co-facilitator. This involves the facilitation of a weekly, 90 minute group based session; and the provision of weekly one to one support to participants, either by phone, text, email or face to face.

In addition to the above, the Community Facilitator will:

- Provide leadership by raising awareness of the stop smoking programmes and the issue of smoking prevalence in your community, through your local community networks

---

<sup>2</sup> The programme was originally developed for women only but a men's only programme is being piloted in autumn 2021 with a view to being rolled out in 2022.

<sup>3</sup>Based on group sessions and preparation, weekly 1-1 phone, text or email contact with participants, group monitoring and reporting

- Encourage smokers in your community to look at the issue of tobacco and consider if they would like support to stop smoking
- Support the participant recruitment and retention processes of the programmes
- Plan activities and invite guest speakers – with the support of the Local Coordinator
- Record participants’ progress, including quit status, on the HSE’s Patient Management System (QuitManager) on a weekly basis
- Ensure that everyone gets a chance to participate, that the ground rules for the group are adhered to, and to support sharing opportunities in a safe and confidential way
- Encourage group decision-making processes and devolve responsibility to the group to make decisions about the content of the lifestyle focused sessions in the latter weeks of the course
- Identify and discuss any additional needs or social supports for individual participants and agree a suggested pathway for referral, if appropriate
- Communicate confidence and self-belief in the participants of their ability to change
- Record any important health service related community issues arising for the group and report them through the Local Coordinator to the appropriate channels
- Advocate for community involvement on the issue of smoking and healthy lifestyles.

### Person Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• Empathetic, with the ability to distinguish between the smoking habit, and the smoker who wants support to quit</li> <li>• Experience of delivering community based programmes, aimed at combatting social exclusion and isolation</li> <li>• Good knowledge of community development/community education approaches to learning and proven group facilitation skills</li> <li>• Interested in generating new knowledge and contributing to the evidence on the issue of smoking and gender in disadvantaged communities</li> <li>• Access to a computer, laptop, tablet with internet access</li> <li>• If ex-smoker, must be quit at least 12 months</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working on projects that have addressed gender issues in a sensitive way</li> <li>• Understanding of the social determinants of health.</li> </ul>