

Supportive Systems Checklist

Use the following checklist to help your organisation identify organisational systems that may need to be changed to link policies in to action.

The checklist will help your organisation to look at the physical environment, cultural environment and the processes. Simple changes to these systems will assist in making smoking care part of routine care and support.

Physical

- Restricting access to areas that were once used for smoking
- Restructuring the physical environment to change how spaces are used, such as not providing seating or a comfortable area to socialise in designated smoking areas
- Adding objects to the physical environment to encourage non-smoking behaviour, such as signage
- Adding objects to the physical environment to encourage quitting, such as posters or self-help materials in communal areas

Cultural

- Restructuring, redesigning and refocusing breaks so that they cease to be smoking breaks
- Reward and acknowledgement of staff efforts to address smoking
- Reduce social aspects of smoking for clients – such as clients and staff not inviting other peers to the smoking area
- Smoking not to be used as a tool to build rapport with clients

Processes

- Addressing smoking as part of case management or support work
- Create a data collection system to track clients who smoke
- Prompts for staff about addressing smoking in assessment tools
- Quit support protocol, such as an 'ask the question' policy mandatory for all clients
- Providing regular updates on tobacco and addressing smoking for the wider team
- Updating job descriptions and staff performance plans to include addressing smoking
- Including information about smoking and support available in service induction for staff, clients, carers, volunteers and visitors
- Designating one staff member to be responsible for delivering regular refresher training to other staff
- Reporting on and analysing smoking status data as part of annual reports, organisational performance measurements, and quality assurance/quality improvement processes

This resource was developed by the Cancer Council NSW's Tobacco Control Unit