

Smoking Cessation Clinic Evaluation Tool (Version 1.1)

1. This is a tool for healthcare organisation consultants, managers, professionals and assessors to evaluate and improve the quality of service of a smoking cessation clinic. It can also be used to guide the setting up of a new smoking cessation clinic/service. It can be used for self evaluation or by others. Earlier versions, without a manual, have been tested by many clinics, and we have feedbacks that the tool is useful and easy to complete. Nevertheless, a manual is attached for reference.
2. This tool contains four sections, including organisation assessment, environment assessment, process assessment, and outcome assessment.
3. Please tick the items that the smoking cessation clinic/service has fulfilled, then add up the point (score) specified in the parentheses “()” for each ticked item. Some items offer a few answer options. Please select only one option that is most appropriate, and add up the point (score) specified in the corresponding parentheses “()”. The points (scores) are designed to be as simple and clear as possible, and the weighting is inevitably crude and arbitrary at this stage for this basic version.
4. This tool is designed for the smoking cessation clinics/services affiliated with the hospitals or community healthcare centres. Some items may not be appropriate for those independent smoking cessation clinics/services. If you find that some questions are not applicable for whatever reasons, please make notes in the margins. The final score as a percentage can be calculated after excluding the non-applicable questions.
5. We do not set cutoffs or thresholds for grading such as pass or fail, or satisfactory or unsatisfactory at this stage.
6. Comments and suggestions are most welcome.

Section 1. Organisation Assessment (11 items with 17 points)

Organisation assessment focuses on the aspects of manpower, equipment, technology and system of a smoking cessation clinic/service.

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- (1 point) 1.1. The smoking cessation clinic/service receives written approval from government or an affiliated healthcare institute for the establishment of the clinic/service.
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- (2 points) 1.2. The hospital or the community healthcare centre has a budget for the operation of the smoking cessation clinic/service.
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- (2 points) 1.3. The smoking cessation clinic/service has a designated person who administers the operation of the clinic/service.
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- (2 points) 1.4. There is a designated department responsible for the operation of the smoking cessation clinic/service. (Please specify the department: _____)
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- (2 points) 1.5. The smoking cessation clinic/service has designated healthcare personnel to provide smoking cessation services.
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- (1 point) 1.6. All healthcare personnel who service the smoking cessation clinic/service (including both full-time and part-time staff) have received training on smoking cessation intervention (such as brief advice, counseling and other treatments).
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- (1 point) 1.7. The hospital or the community healthcare centre has a designated place for the smoking cessation clinic/service.
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- (2 points) 1.8. The hospital or the community healthcare centre has a sign showing the presence or existence of the smoking cessation clinic/service.
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- (1 point) 1.9. The smoking cessation clinic/service has the equipment for biochemical tests, such as Smokerlyzer breath carbon monoxide monitor, tests for cotinine or nicotine in biospecimens (at least one item).
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- (1 point) 1.10. The smoking cessation clinic/service has relevant medical equipment, such as sphygmomanometer, body weight scale and stethoscope (at least one item).
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- (2 points) 1.11. The hospital or the community healthcare centre offers at least one smoking cessation medication (such as nicotine replacement therapy, or approved smoking cessation drugs).
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Organisation assessment: _____ points (maximum 17 points)

Section 2. Environment Assessment (10 items with 14 points)

A smoking cessation clinic may be located in a hospital or a community healthcare center. Environment assessment focuses on the environment of the hospital or the community healthcare centre.

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- (1 point) 2.1. The hospital or the community healthcare centre has a clear sign indicating the opening hours of the smoking cessation clinic/service.
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- (1 point) 2.2. The hospital or the community healthcare centre has a clear sign indicating the location of the smoking cessation clinic/service.
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- (1 point) 2.3. The hospital or the community healthcare centre has a clear sign indicating the telephone number of its smoking cessation clinic/service.
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- (1 point) 2.4. The hospital or the community healthcare centre has an exhibition board with information about its smoking cessation clinic/service at the front desk or the registration station.
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- (1 point) 2.5. The hospital or the community healthcare centre has a leaflet or brochure of the smoking cessation clinic/service at the front desk or the registration station.
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- (1 point) 2.6. The hospital or the community healthcare centre has introduction information about its smoking cessation clinic/service on the internet, such as the official website, or social media channels (e.g., WhatsApp, WeChat, Facebook, etc.).
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- (2 points) 2.7. The hospital or the community healthcare centre has introduction information about its smoking cessation clinic/service on its non-internet public communication channels (at least one, e.g., video, bulletin board, etc.).
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- (2 points) 2.8. The hospital or the community healthcare centre offers health talks and/or consultations related to smoking cessation in communities (at least once in the past 12 months).
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- (2 points) 2.9. Smoking cessation training is offered to all healthcare personnel in the hospital or the community healthcare centre (at least one in the past 2 years).
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- (2 points) 2.10. The hospital or the community healthcare centre has set up a system to refer smoking patients to its smoking cessation clinic/service.
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Environment assessment: ____ points (maximum 14 points)

Section 3. Process Assessment (10 items with 28 points)

Process assessment focuses on the process of development and implementation of smoking cessation services. It assesses whether a smoking cessation clinic/service meets the expectations and achieve the minimum quantifiable targets.

3.1. Number of designated sessions operated by the smoking cessation clinic/service per month/week (One designated session is defined as two or more consecutive hours.) *(Please select one as appropriate from the following options)*

- (0 point) a. Less than 1 session per month or 12 sessions per year
- (1 point) b. 1 session per month
- (2 points) c. 2-3 sessions per month, but less than 1 session per week
- (3 points) d. 1 session per week
- (5 points) e. 2 or more sessions per week
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3.2. During the past 12 months, how many smokers were served by the smoking cessation clinic/service in total? *(Please select one as appropriate from the following options)*

- (0 point) a. Less than 10 smokers
- (2 points) b. 10-29 smokers
- (3 points) c. 30-49 smokers
- (4 points) d. 50-69 smokers
- (5 points) e. 70-89 smokers
- (6 points) f. 90-109 smokers
- (7 points) g. 110-129 smokers
- (8 points) h. 130 or more smokers
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(1 point) 3.3. The smoking cessation clinic/service keeps a record for each smoker who visits the clinic/service.

(1 point) 3.4. The smoking cessation clinic/service keeps a record for each smoker who receives the clinic's follow-up services.

(2 points) 3.5. The smoking cessation clinic/service has educational materials (at least one item, e.g., brochure, leaflet, exhibition board, etc.) about the adverse health effect of smoking.

(1 point) 3.6. The smoking cessation clinic/service has educational materials (at least one item, e.g., brochure, leaflet, exhibition board, etc.) about smoking cessation methods (non-medication).(Can be the same item as 3.5)

(1 point) 3.7. The smoking cessation clinic/service has educational materials (at least one item, e.g., brochure, leaflet, exhibition board, etc.) about smoking cessation medications.(Can be the same item as 3.5 or 3.6)

3.8. Any follow-up is conducted among smokers who visit and have received services of the smoking cessation clinic/service? What is the response rate for the final follow-up survey? *(Please select one as appropriate from the following options)*

- (0 point) a. No follow-up is conducted on smokers or 1 follow-up with no response rate calculated.
- (1 point) b. At least 1 follow-up, and the response rate of the final follow-up survey is 10-29.9%.
- (2 points) c. At least 1 follow-up, and the response rate of the final follow-up survey is 30-59.9%.
- (4 points) d. At least 1 follow-up, and the response rate of the final follow-up survey is 60% or above.
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3.9. During the past 12 months, how many smokers were referred to the smoking cessation clinic/service from other departments in the hospital or the community healthcare centre? *(Please select one as appropriate from the following options)*

- (0 point) a. 0-4 smokers
- (1 point) b. 5-10 smokers
- (2 points) c. 11-30 smokers
- (3 points) d. 31 or more smokers
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3.10. What is the detection rate of biochemical test(s) (e.g., exhaled carbon monoxide test, etc.) among smokers who visit the smoking cessation clinic/service? The detection rate is calculated by the number of smokers who receive biochemical test(s) divided by the total number of smokers who visit the smoking cessation clinic/service. *(Please select one as appropriate from the following options)*

- (0 point) a. The clinic does NOT calculate the detection rate, or the detection rate is below 50%.
- (1 point) b. The detection rate of biochemical test(s) is 50-79.9%.
- (2 points) c. The detection rate of biochemical test(s) is 80% or above.
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Process assessment: _____ points (maximum 28 points)

Section 4. Outcome Assessment (2 items with 11 points)

Outcome assessment assesses smokers' cessation rate or smoking reduction rate.

4.1. Smokers' self-reported 7-day point cessation rate at the last follow-up visit. (The last follow-up can be 1-month, 3-month, 6-month, or 12-month) Please specify ___ month follow-up.

- (0 point) a. The smoking cessation clinic/service does NOT conduct follow-up or does NOT calculate the 7-day point cessation rate at the last follow-up.
- (2 points) b. The self-reported 7-day point cessation rate is 5-9.9% at the last follow-up. The last follow-up is conducted at ___ month following the first visit.
- (4 points) c. The self-reported 7-day point cessation rate is 10-14.9% at the last follow-up. The last follow-up is conducted at ___ month following the first visit.
- (6 points) d. The self-reported 7-day point cessation rate is 15-19.9% at the last follow-up. The last follow-up is conducted at ___ month following the first visit.
- (8 points) e. The self-reported 7-day point cessation rate is 20% or above at the last follow-up. The last follow-up is conducted at ___ month following the first visit.

4.2. The smoking cessation clinic/service calculates the smokers' smoking reduction rate at the last follow-up visit (The last follow-up can be 1-month, 3-month, 6-month, or 12-month).

(If a smoker reports that his/her cigarette consumption per day has reduced by 50% or more at the last follow-up when compared to the baseline or at the first visit, it is defined as smoking reduction. Smoking reduction rate is calculated by the number of smokers who have reduced cigarette consumption per day by at least 50% divided by the total number of smokers who visit the smoking cessation clinic/service.) Please specify ___ month follow-up.

- (0 point) a. The smoking cessation clinic/service does NOT calculate the smoking reduction rate.
- (1 point) b. The smoking reduction rate is 5-14.9% at the last follow-up. The last follow-up is conducted at ___ month following the first visit.
- (2 points) c. The smoking reduction rate is 15-29.9% at the last follow-up. The last follow-up is conducted at ___ month following the first visit.
- (3 points) d. The smoking reduction rate is 30% or above at the last follow-up. The last follow-up is conducted at ___ month following the first visit.

Outcome assessment: ___ points (maximum 11 points)

Final score of smoking cessation clinic evaluation

Organization assessment	+	Environment assessment	+	Process assessment	+	Outcome assessment	=	_____ points
_____		_____		_____		_____		

Convert the total points into a score in percentage:

Total points assessed divided by the maximum of 70 points = ____%

Adjusted score in percentage by excluding the points for inapplicable items:

Total points divided by (70- number of points excluded) = _____%