

SELFAUDIT QUESTIONNAIRE

ENGLISH

	1: No/Not implemented, 2: Less than Half Implemented 3: More than half Implemented, 4: Yes/ Fully Implemented				
1. COMMITMENT	1	2	3	4	
1.1 The healthcare organisation documents specify commitment to a policy towards the implementation of the ENSH Standards.					
1.2 The healthcare organisation does not accept any sponsorship from the tobacco industry.					
1.3 A policy working group or committee is designated to coordinate the development, implementation and monitoring of the tobacco-free policy.					
1.4 A senior manager has responsibility for the actions of the policy working group or committee.					
1.5 Financial and human resources are allocated in the healthcare organisation's operational plan and/or contract to implement and monitor the tobacco-free policy.					
1.6 All staff understand their responsibility to take action in the implementation and management of the tobacco-free policy.					
2. COMMUNICATION	1	2	3	4	
2.1 All healthcare personnel (including teachers, students and transient staff) are informed of the organisations tobacco-free policy.					
2.2 All contract and outsourced employees working within or in direct contact with the healthcare organisation are informed of the tobacco-free policy.					
2.3 All patients/residents (in and out-patients) are informed of the healthcare organisation's tobacco-free policy.					
2.4 Public is informed of the healthcare organisation's tobacco-free policy.					
3. EDUCATION AND TRAINING	1	2	3	4	
3.1 Policy briefing/instruction is provided for all personnel on how to approach tobacco users and inform them of the organisations tobacco-free policy.					
3.2 Managers and clinical personnel are provided with mandatory policy briefings/ instruction.					
3.3 Brief intervention training is offered and available to all personnel.					
3.4 Key clinical personnel are trained in motivational and tobacco cessation techniques.					
4. IDENTIFICATION AND CESSATION SUPPORT	1	2	3	4	
4.1 A systematic procedure is in place to identify and document the tobacco status of all patients/residents.					
4.2 The systematic procedure includes and records the passive smoking status (in accordance with national definition) of all patients/ residents (including babies/children).					
4.3 A tobacco cessation service or direct access to cessation service is available for patients/ residents (in-patients and out-patients).					
4.4 Interventions to motivate tobacco users to quit during the healthcare stay are documented in patient/ resident care plans.					
4.5 NRT/Pharmacological therapy is available within the organisation.					
4.6 Specific resources have been allocated for cessation support activities within the organisation.					
4.7 The cessation service provided or accessed by the healthcare organisation, has in place a systematic one year follow-up procedure.					
4.8 Information on tobacco and tobacco cessation methods are widely available in the organisation ENSH Self-audit Questionnaire					

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5. TOBACCO CONTROL	1	2	3	4
5.1 The campus (grounds) and property owned by the healthcare organisation are completely tobacco-free.				
If 5.1 is fully implemented, a total score for this section is automatically awarded IF NOT questions 5.1 – 5.5 must be completed				
5.2 All facilities used by staff & visitors are tobacco free including all eating, work and common areas.				
5.3 All facilities used by staff & visitors are tobacco free including all eating, work and common areas. All facilities used by patients/residents are tobacco free including all treatment, eating and common areas.				
5.4 All transport, terrace and balconies operated and owned by the healthcare organisation are completely tobacco free.				
5.5 If tobacco is used, it is completely away and separate from designated tobacco free areas, windows and entrances.				
6. ENVIRONMENT	1	2	3	4
6.1 Signage indicating the tobacco free policy is visible to staff, patients/residents and visitors.				
6.2 Smoking areas are not allowed, but if some still remain ashtrays are only found in these areas.				
6.3.1 Staff are never exposed to passive smoking.				
6.3.2 Patients/residents are never exposed to tobacco use or passive smoking.				
6.3.3 Visitors are never exposed to passive smoking.				
6.4 Tobacco is not sold or available anywhere within the healthcare organisation.				
7. HEALTHY WORKPLACE	1	2	3	4
7.1.1 All personnel are informed of the healthcare organisation's tobacco-free policy during the recruitment process.				
7.1.2 All personnel employment contracts require a commitment by staff to the healthcare organisation's tobacco-free policy				
7.2 Staff tobacco use prevalence is monitored annually.				
7.3 A tobacco cessation service or direct access to a cessation service is available for all staff.				
7.4 Non-compliance by personnel is managed within existing local disciplinary procedures.				
8. HEALTH PROMOTION	1	2	3	4
8.1 The healthcare organisation has participated in one or more local, national or international tobacco free				
9. COMPLIANCE MONITORING	1	2	3	4
9.1 The tobacco-free policy is internally monitored and reviewed annually.				
9.2 The quality of the tobacco free action plan has been reviewed and updated within a three year period.				
10. POLICY IMPLEMENTATION	1	2	3	4
10.1 The healthcare organisation completes the ENSH self-audit questionnaire annually.				
Maximum Total:				

HEALTH CARE CENTRE INFORMATION

Country: _____

Region: _____

Institution: _____

Address: _____

Zip code: _____

City: _____

Contact person: _____

Phone: _____

Fax: _____

Mail : _____

Please mark the characteristics of your institution

Public **Private** **Other (specify)** _____

Please mark the level of your health care centre

- * University Hospital
- * Regional Hospital
- * General Hospital
- * Community Hospital
- * Day -care hospital
- * Nursing home
- * Primary care centre
- * GP Clinic
- * Others Specify
- * Specialty Hospital (specify) _____

Number of beds _____

Number of staff _____