

ENSH Global GOLD Forum Process Guide

The ENSH GOLD Level Forum

The aim of the Forum is to provide recognition for the long time efforts and strong commitment of health care services in the field of tobacco control. The experiences provided by Forum members will serve to inspire health care services interested in implementing the ENSH concept, provide practical assistance to networks where tobacco legislation is weak and be a rich source of best practice models in a variety of settings.

Forum members are offered the opportunity to serve as expert jurors in subsequent GOLD Level Forum processes.

Nomination to the GOLD level Forum is only achieved through the ENSH-Global Gold Level Forum process. Nomination is open to all health care services (general hospitals, rehabilitation centers, psychiatric hospitals, maternity centers and primary health care organisations).

Candidates will be accepted from:

- National/Regional Tobacco Free Health Care Services Networks
- National sponsor organizations involved in tobacco control
- Networks/ Public health organizations (*even if these bodies do not use the ENSH certificate process*)

Application process

The application process has three distinct steps:

The first step is at the health care service level, the second is at national/regional level and third is at the ENSH-Global level.

This process has been developed as part of a best practice sharing process, a fundamental principle of ENSH-Global.

Step 1 Health Care Service Level Process

To be considered for nomination to the ENSH GOLD Level Forum, a health care service needs to have reached a high level of implementation of the ENSH Standards (minimum score of 150 points on the ENSH audit survey).

Furthermore, it must be able to provide evidence (data and results) that demonstrate the effects of implementation and be prepared to demonstrate their sustainability.

The health care service must then have their data and results validated through an established national validation process.

- The undertaking of an internal audit by the health care service prior to completing the ENSH audit survey is highly recommended.

Examples of internal audits and procedures at www.ensh.eu

Step 2 National/Regional Level Process

Network Coordinators or representatives from authorized bodies have responsibility for submitting candidates to the ENSH GOLD Level Forum.

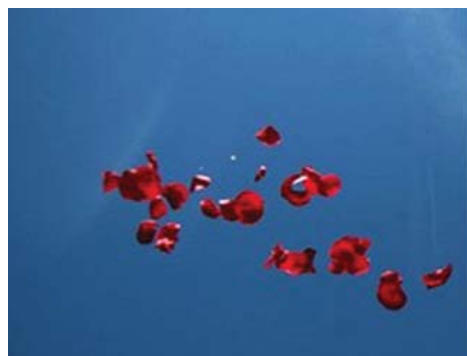
Prior to submitting a candidate to the ENSH Coordinating Centre, the network coordinator or submitting representative must, through a national/regional process have verified and validated that the health care service has fulfilled the criteria.

Moreover, it must be assured that the health care service has gathered enough evidence to support its candidature.

Forum

An interactive peer review learning and sharing verification and validation national process is highly recommended.

Examples of national process in use at www.ensh.eu



Step 3 ENSH Global Level

The ENSH GOLD Level Jury will first examine the national/regional process (Form A) to ascertain the validity and adequacy of the process used to verify the candidate health care service. If the process used is approved by the Jury, then they will proceed to examine the health care service's candidature (Form B).

The ENSH- Global validation process examines in-depth all evidence and results presented in relation to each ENSH standards as outlined below. Successful candidates are nominated to the Forum and are invited to present at the next annual ENSH GOLD Level Forum event.

Nominated health care services are recognised as ENSH GOLD Level Forum members for a period of two years.

ENSH Global Standards of Quality

- Commitment
- Communication
- Education and Training
- Identification & Cessation Support
- Tobacco Control
- Environment
- Healthy Workplace
- Health Promotion
- Compliance Monitoring
- Policy Implementation

National Validation Process

A national/regional coordinator or authorised representative needs sufficient information and evidence to be convinced that the candidate health care service really has achieved a high level of implementation for each of the ENSH Standards. It is recommended that verification is undertaken within a national/regional process, one that promotes learning and sharing.

An outline of this process must accompany applications to the ENSH GOLD Level Forum (**Form A** at www.ensh.eu).

To assist health care services gather and present the information and evidence required, a short written report is recommended (**Form B** at www.ensh.eu).

This report form guides the candidate health care service to outline the measures used and shows evidence that support the high level of implementation already achieved for each of the ENSH standards.

- Please feel free to adapt the form to your situation and improve it – with the aim to help the Jury to understand and have proof that the evidence and results are of a “GOLD level” Standard.

The significance of written reports is in some cases limited. Some points can remain unclear and leave open questions. A comprehensive impression of the implementation level is often possible with a personal report or an observational visit along with discussion with the management and working group. Where possible this activity is recommended as it can provide an opportunity to add comments from an expert perspective to support the candidate.



Timeframe

Submission of Candidatures

January 2011

Network coordinators should inform their members of the ENSH GOLD Level Forum process, submission criteria and deadline for submission. Health care services who fulfill the criteria (on the basis of the 2011 audit results) should be asked and encouraged to participate.

September 2011

Network Coordinators: Network coordinator or authorized submitter must describe the national validation process "**Form A**" and then present comments on the candidate's "**Form B**". [Deadline: 1/10/2011](#)

October 2011

Candidate Health Care Service: Candidate health care service must fill in "**Form B**" with support from the Network Coordinator or authorised submitter. **Forms A & B** must be sent by the network coordinator or authorised submitter along with an optional Power Point presentation to the ENSH Coordination Center. [Deadline: 1/11/2011](#)

Examination of candidates by Jury

November 2011

The ENSH GOLD Level Forum Jury will first examine the national/regional process (**Form A**) to verify the health care service's nomination. If it is approved the Jury will proceed to examine how the candidate has implemented the ENSH standards and whether the level and quality of the evidence declared available supports ENSH GOLD level Forum criteria.

Nomination of Candidates by Jury members

15th february 2012

For the examination of the candidate (Form B), three Jury referees per candidate will be assigned. National/Regional coordinators will not be involved in the Jury that is selected to examine candidates nominated from their network. The Jury member(s) may find that some points remain unclear and further communication is required.

This will be undertaken by email and finally followed up by a short telephone interview arranged by appointment between the Jury member(s) and either the Network Coordinator/Sponsor or a relevant spokesperson for the candidate health care service. While the official language for the ENSH GOLD Level Forum process is English, where possible at this point the interview may be conducted in the native language.

Membership of ENSH GOLD level Forum

April 2012

Nominees are then invited to participate at the ENSH GOLD Level Forum, which will meet next within the frame of the **20th International Conference of Health Promoting Hospitals and Health Services (HPH)** in Taipei, Taiwan on 14th of April 2012.

Nominees will be asked to present at the ENSH Gold Level Forum event using a standardised ppt based on the ENSH Standards that each nominee will be sent. In addition, nominees may also be requested to present within a dedicated ENSH workshop within the International HPH Conference.

Membership of the Forum is for a period of two years