# GOLD FORUM Process 2022

# WELCOME

## GOLD FORUM Process 2022

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# Global Network GOLD Forum – What is it?



**GLOBAL Recognition**
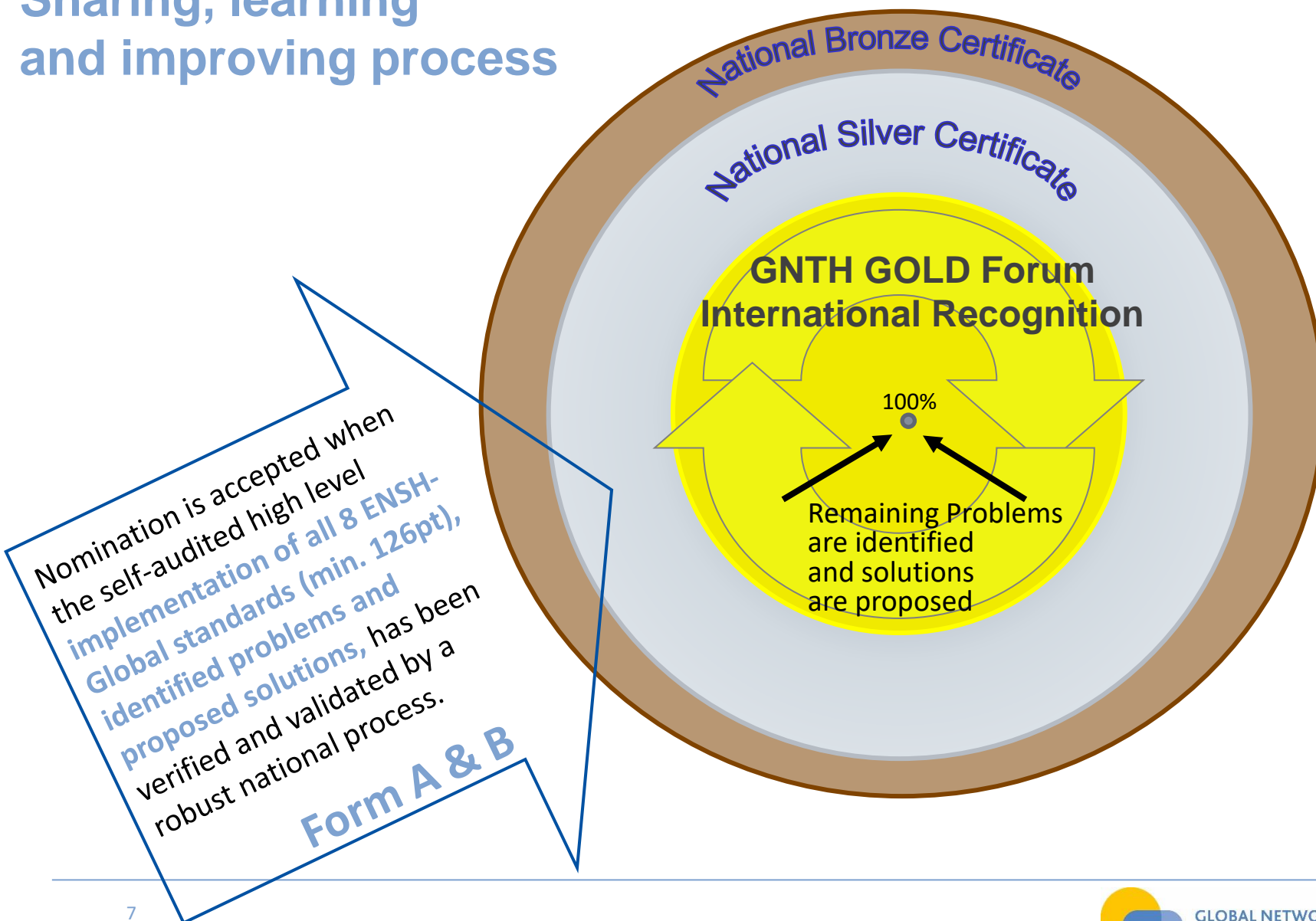
**Online platform**

**http://www.tobaccofreehealthcare.org/**

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# Global Gold Forum Process
# Sharing, learning
# and improving process

National Bronze Certificate

National Silver Certificate

**GNTH GOLD Forum
International Recognition**

100%

Remaining Problems
are identified
and solutions
are proposed

Nomination is accepted when
the self-audited high level
implementation of all 8 ENSH-
Global standards (min. 126pt),
identified problems and
proposed solutions, has been
verified and validated by a
robust national process.

**Form A & B**

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# Profiles the highest level of Implementation of the 8 Global-Standards

| Standard 1:<br><br>Governance and Commitment<br><br>The healthcare organisation has clear and strong leadership to systematically implement a tobacco-free policy | STANADRDS IMPLEMENTATION TOOL (enabler)<br><br>**Standard 1: Governance and Commitment** | | Goal-Attainment Score | | | |
|---|---|---|---|---|---|---|
| | | | 0 | 1 | 2 | 3 |
| | IMPLEMENTATION CRITERIA | SELF AUDIT TOOL | No / Not implemented | Less than half implemented | More than half implemented | Yes / Fully implemented |
| | 1.1 The healthcare organisation has clear policy documents towards the implementation of the ENSH-Global Standards. | 1.1 Policy documents of the healthcare organisation show commitment to implement all ENSH-Global Standards. | | | | |
| | 1.2 The healthcare organisation prohibits the acceptance of any sponsorship or funding from the tobacco industry, as well as the sale of their products and associated devices/e-cigarettes | 1.2.1 The healthcare organisation prohibits the acceptance of tobacco industry sponsorship and funding. | | | | |
| | | 1.2.2 The healthcare organisation prohibits the sale of tobacco products and associated devices/e-cigarettes. | | | | |
| | 1.3 The healthcare organisation identifies clear accountability for all levels and aspects of policy implementation. | 1.3.1 A senior manager has responsibility for the implementation of the tobacco-free policy. | | | | |
| | | 1.3.2 Accountability is assigned at all levels and for all aspects of policy implementation. | | | | |
| | 1.4 The healthcare organisation's staff employment documents (including subcontracts and documents with other agencies that work within the healthcare organisation) require commitment by all staff to the organisation's tobacco-free policy. | 1.4.1 Staff employment documents require staff commitment to the healthcare organisation's tobacco-free policy. | | | | |
| | | 1.4.2 Subcontractor documents require staff adherence to the healthcare organisation's tobacco-free policy. | | | | |

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# WHO CAN PARTICIPATE ?

Any healthcare services that fulfils the nomination criteria should be encouraged to participate

**Candidate(s) must be nominated to the Global Network Coordinating Centre by an authorized submitter.**

**An authorised submitter is any one of the following :**
- Lead or network coordinator of a member network
- Representative from a relevant national organisation involved in tobacco control (ie.HPH)
- Representative of a public health organisation (such as Public Health Department of the relevant territory)

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# Responsibilities

- Verifying and Validating high-level implementation is the responsibility of the national process

- Providing clear information and evidence of that high-level implementation is in place is the national responsible of the national submitter

- Understand the processes used and quality of the results achieved is the responsibility of the Jury Team

- Providing information on the processes used and quality of the results achieved is the responsibility of the nominated candidate

# National/Regional Validation Processes

GNTH-defines an external national/regional process as:

"A process external to the healthcare service, carried out by experts in tobacco control, health promotion and/or service user quality and safety and are trained in the implementing the Global Standards and the self-audit tool."

**Key aspects of the external process include:**
- Review of documentation and data
- On-site visit and/or peer-review process

There should be an identified lead to oversee the process and act as the authorised submitter for nominations to the GOLD Process

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# GOLD Forum Membership



Successful candidates in a GOLD Forum Process are awarded this recognition and

GOLD Forum membership for a period of 4 years

# Requirements for Nomination

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# Nomination Requirements

**GOLD**

**SILVER**

**BRONCE**

**MEMBERSHIP**

1. Self-Audit score of ≥ 126 (Standards 1-8) High quality implementation is achieved in all key areas

2. High level implementation must have been verified and validated by an external national/regional process

3. Nomination is by an authorized submitter

4. Submission of contact details for a key person within the nominated healthcare service

5. Acceptance that application is peer-reviewed by a Jury Team assigned within the GOLD Forum Process

6. Payment of application fee **(800 Euro)**

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# Nomination Requirements: COMMITMENT

- Written tobacco free policy addresses each of the Global Network Standards

- Documents show active engagement and assignment of senior managers

- A strategy and updated action plan guides implementation

- Funding is allocated in financial documents

- Personnel are allocated in human resources documents

- Non-acceptance of tobacco industry sponsorship and funding, sale, distribution and advertisement of tobacco products

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# Nomination Requirements: EDUCATION AND TRAINING

- An education and training strategy is in place
- All required types/levels of tobacco cessation training are provided
- Training programme/documents/materials reflect current best practice
- Organisation Chart identifies staff for different types of training

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# Nomination Requirements: TOBACCO CESSATION PROGRAM

- The healthcare organisation has a systematic procedure in place to identify, diagnose and document the tobacco addiction/ dependence status of service users (including users of associated devices/e-cigarettes)

- Information about the risk of tobacco consumption (including the use of associated devices/e-cigarettes) and tobacco cessation methods is widely available for all service users.

- The healthcare organisation has a tobacco cessation service or a referral system to a service that provides treatment for tobacco addiction/dependence in line with researched best practice.

- No or % of referrals to the cessation service followed up in accordance with national standard

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# Nomination Requirements: TOBACCO-FREE ENVIROMENT

- Tobacco-free environment is in place

- Tobacco and associated devices/e-cigarettes are not sold, distributed or advertised within the organization

- Monitoring tools and process maintain the tobacco-free environment

- All infringements of the policy are monitored and recorded

- A procedure is in place to manage any and all exceptional circumstances

# Nomination Requirements:
# HEALTH PROGRAM- Tobacco-free Culture Staff

- An implemented workplace programme promotes the health of all working within the organization

- Process /Procedures identify tobacco and associated devices/e-cigarettes users, offer help and provide access to a tobacco cessation service to all tobacco users among staff

- Employment contracts include statements about commitment by staff to organisational tobacco-free environment and culture

- Staff policies describe or outline requirements of the staff exemplary role in accordance with national legislation

# Nomination Requirements:
## Engagement in Community Regional/National Tobacco free activities

- A strategy and action plan guides tobacco-free activities

- Engagement in regional and/or national tobacco-free activities

- Project reports of activities ie participation in national or WNTD

- Number and/or list of activities engaged in with local community partner's in the past year

- Number and/or list of partners worked with in the past year to promote tobacco control

- Actions or events for specific targeted groups

# Nomination Requirements:
## SYSTEMATIC MONITORING EVALUATION

- Data collection systems support systematic monitoring & evaluation

- Data collection systems include feedback from staff and service users

- Quality improvement and sustainment plans are annually documented

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# GOLD PROCESS – APPLICATION FEE (€ 800)

- GOLD Process administration and application review

- Online support during the Process and expert feedback

- Awarding of the GOLD Forum Certificate, Gold Award and Membership of the Global GOLD FORUM (when successful)

- Free Registration Fee to Gold Forum Event

- Recognition and profile on the GOLD FORUM platform on the Global website

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# Format and Timeframe 2022

# FORM A
# National Validation Process

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# FORM A: What is the purpose of it?

**The Jury needs to understand**

1.  The national situation of tobacco control in general and specific in health care services

2.  How candidates were selected for nomination (i.e. self audit, other activities to find out high implementation level)

3.  What was the validation process on national/ regional level:

    - How you gained insight into the implementation process of the candidate

    - What was the process how you verified the reliability of the evidence of the reported results

# FORM B
# Candidate Nomination Report

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# FORM B: What is the purpose of it?

The national submitter has responsibility for outlining in FORM B sufficient information that demonstrates that the nominated candidate has fulfilled the nomination criteria completely. The nominated candidate has responsibility to outline in FORM B implemented good practice and measures proposed to sustain and improve quality implementation of the Global Standards into the future.

Provide structured information on the whole implementation process:

✓ Measures, sustainability and future plans

✓ Supportive evidence

✓ Comments of the national coordinator

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# FORM C
# Jury Team Report

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# FORM C
# Jury Team Evaluation Feedback

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# Timeframe 2022

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# FORM A

**Jan/ Feb 2022**

Submission: Responsibility Submitter

Only authorised submitters can nominate a healthcare service as a candidate in a GOLD Process. The submitter must describe the national "verification and validation" process and findings that support the nomination of each candidate in the "FORM A".

**Deadline FORM A: 28/02/2022**

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# FORM A

**March / April 2022**

Examination and Recognition of candidates Form A: Responsibility Juryteam

Jury Teams review FORM A's for the decision to accept the nominated candidates for participation in the GOLD Process.

**Deadline: 29/04/2022**

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# FORM B

**May/June:** Submission Form B

Responsibility Healthcare Services & Submitter

All accepted candidate healthcare services are invited to submit the" Form B" to highlight innovative and good practice and provide information of their quality improvement plans and commitment to sustain this high-level implementation into the future. The Form B can be completed with the support of the authorised submitter.

**Deadline FORM B: 29/06/2022**

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# FORM B

**July / Aug 2022**

Examination and Recognition of candidates Form B

Responsibility: Jury Team

The Jury Team assigned to each accepted candidate will examine the candidate's FORM B to understand how the high-level implementation was achieved, outcomes and results and identify innovate and good practice.

All candidates are notified of the outcome

**Deadline: 31/8/2022**

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# FORM C

**September**

Each candidate will receive a full feedback report FORM C and new GOLD Forum Members are invitation to participate at the next GOLD Forum Event.

Membership of the Forum is for a period of four years

**Deadline: 30/09/2022**

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# Jury

# Criteria for Jury Panel Participation

- Previous Jury member or Auditor with Certification process

- Experts with Experience implementing Global standards at organisational and/or regional/national levels

- Experts with Experience in Tobacco prevention and health promotion quality management in healthcare services and understanding of the Global standards

- Representatives of Existing Gold Forum Members

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# GOLD Process – Jury Panel

Jury Members are invited to join a Jury Panel at the start of the GOLD Process

Nominated Candidates to the GOLD Process will be reviewed by a Jury Team

- **Each Jury Team will be composed of 2 experts**
- **A Jury Trainee is possible in a (max 3) Jury Team**
- **Jury Members must sign the GNTH Disclosure of Conflict of interest**

Jury Teams are formed from the Jury Panel and candidates are assigned by the GOLD Process Lead team.

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# Thank you!

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