GOLD FORUM 2021

Welcome to our Support Meeting!

Meeting hosts are Claudia Kurat & Susann Koalick

1. March 2021

Global Network GOLD Forum – What is it?

GLOBAL Recognition

Online platform

http://www.tobaccofreehealthcare.org/

Profiles the highest Level of Implementation of the 8 Global-Standards

Global Network Self-Audit Questionnaire and Planning Template

GLOBAL NETWORK FOR TOBACCO FREE HEALTHCARE SERVICES

STANDARD 1: Governance and commitment
The healthcare organisation has clear and strong leadership to systematically implement a tobacco-free policy

SELF AUDIT
0 = No / not implemented
1 = Less than half implemented
2 = More than half implemented
3 = Yes / Fully implemented

IMPLEMENTATION CRITERIA		REFLECTION — Summary of current situation (Please describe the current situation for each implementation criteria. This will provide a context for your planned actions for the next 12 months)	0	1	2	3	PRIORITIES — Summarize the actions flowing from the audit process for each criterion (These will inform a more detailed planning process)
1.1 The healthcare organisation has clear policy documents towards the implementation of all the Global Standards.	1.1.1 Policy documents of the healthcare organisation show commitment to implement all 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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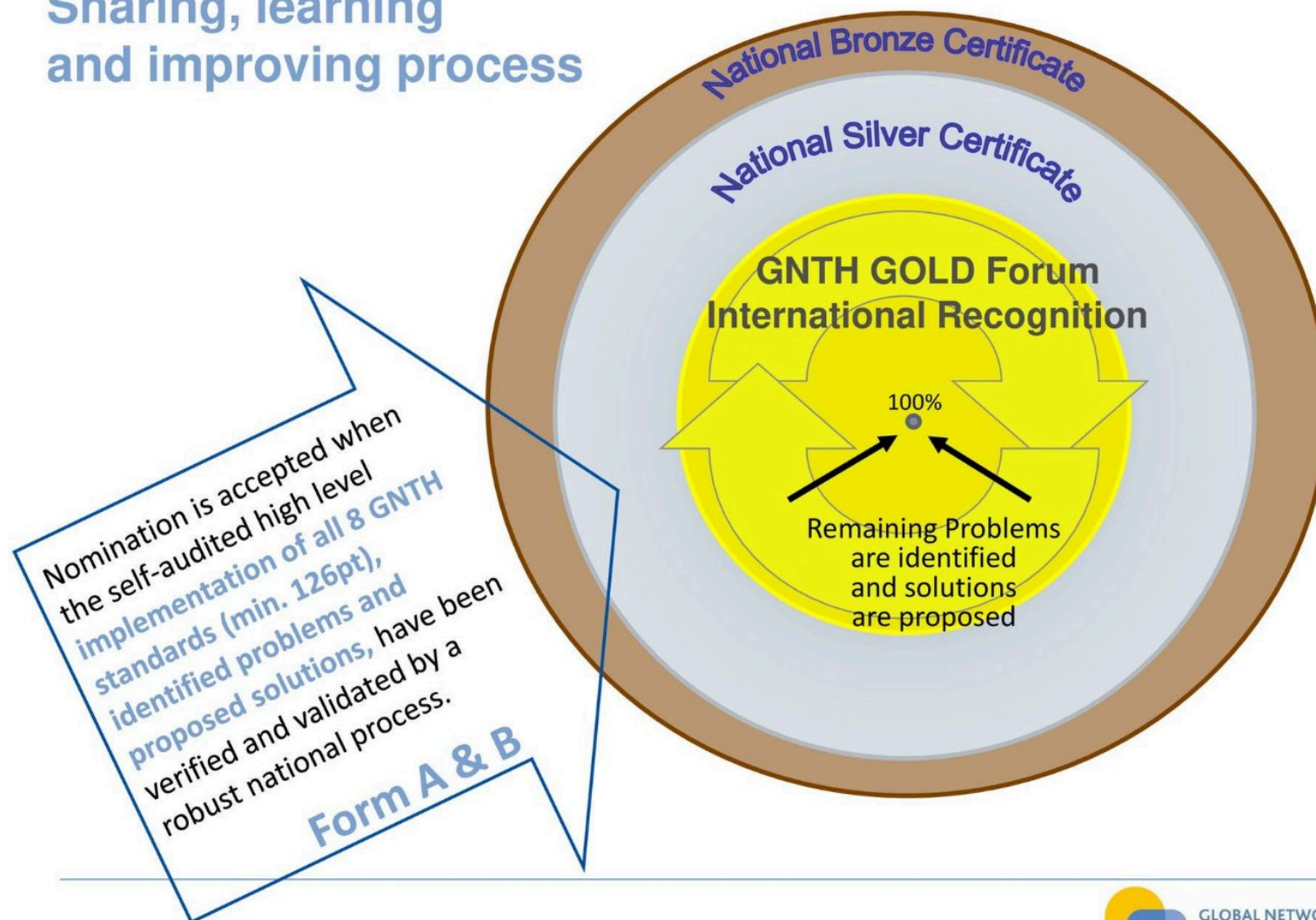
Who can participate?

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

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 responsibility 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 authorized submitter for nominations to the GOLD Process

GOLD Forum Membership

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

GOLD Forum membership for a period of **4 years**

Requirements for Nomination

Nomination Requirements

GOLD

SILVER

BRONZE

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 done 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
GOVERNANCE AND 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
COMMUNICATION

- A clear communication plan informs staff, patients and community

- Tools/materials for communicating the policy with staff, students, subcontractors and agency staff are evident and up to date

- Tools/materials for communicating the policy with service users, visitors and the community are evident and up to date

Nomination Requirements
EDUCATION AND TRAINING

- An education and training strategy is in place

- All required types/levels of tobacco cessation training are provided

- Training program/documents/materials reflect current best practice

- Organization Chart identifies staff for different types of training

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Nomination Requirements
TOBACCO CESSATION PROGRAM

- The healthcare organization 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 candidate 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

Nomination Requirements
TOBACCO-FREE ENVIRONMENT

- 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

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Nomination Requirements
HEALTHY WORKPLACE

- An implemented workplace program 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 organizational tobacco-free environment and culture

- Staff policies describe or outline requirements of the staff exemplary role in accordance with national legislation and WHO CODE OF PRACTICE FOR HEALTH CARE PERSONNEL

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Nomination Requirements
COMMUNITY ENGAGEMENT
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

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Nomination Requirements
SYSTEMATIC MONITORING AND 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 FORUM Award and Membership of the Global GOLD FORUM (when successful)

- Invitation to present at the GOLD Forum Event (held in conjunction with the 29th International HPH Conference)

- Free Registration Fee to Gold Forum Event

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

Formats 2021

FORM A
National Validation Process

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

National Validation Process
Form A

WHO SHOULD COMPLETE FORM A

- The Lead/Coordinator for the National/Regional Network
- (or) A representative from a relevant national organisation involved in tobacco control (such as Health Promoting Hospitals(HPH)
- (or) A representative from public health organisation (such as the Public Health Department of the relevant territory)

WHAT INFORMATION SHOULD BE CONTAINED IN THE FORM A

Name and outline of all nominated candidates

- Nominated candidates for the GOLD Forum must have reached a high level of implementation of the Global Standards and have had their self-audit results verified and validated within a national or regional process.

CONTACT DETAILS

Submission date:	**Country:**
Name of Network (if applicable):	**Submitting Authority:**
Contact Address:	
Contact Submitting Person:	**Contact E-Mail:**
Number of Healthcare Services for Nomination:	

Jury Team Questions/Requests:

Final Jury Team Comments:

Official use only

National/Regional Process Approved	Yes ☐	No ☐
Nominated Candidate(s) Accepted	Yes ☐	No ☐
Nominated Candidate(s) Withdrawn	Yes ☐	No ☐

GOLD
FORUM 2021

NATIONAL/REGIONAL VALIDATION PROCESS
and related information

Part 1: Brief overview of National/Regional Tobacco Control Situation in your country/region (legislation, standards, guidelines with a sentence and a reference) with <u>web link</u> to access <u>relevant</u> information or data.

Brief overview of National/Regional Tobacco Control Situation	Short answers for each category (in English)
National tobacco uses prevalence - by male and female, youth for different forms of tobacco use	
National tobacco control legislation, standards and guidelines relevant to healthcare services	
Public Health directives and guidelines including current specific goals or focuses for example on youth, older people, pregnant women or others	
Outline national tobacco cessation programs and training standards	

Part 2: Describe briefly the steps taken in national/regional "validation and verification" process and highlight any supportive data/evidence sources used in the process (i.e. national/regional databases)

Max 500 words (use short sentences or bullet points).

Part 3: Nomination FORM – please copy and completed the Form below for each healthcare service nominated.

Nominaton : Healthcare Service Name:	
Contact person:	**Contact E-Mail:**
Global Network Member Yes ☐ No ☐	**Latest Self -Audit Score** [ ] **Year:**
The Healthcare Service demonstrated the implementation of:	**Short indicator answers for each category (in English)**
A clear and strong leadership to adhere to a tobacco-free policy.	**Indicators Standard 1** (sample indicators) **A written tobacco-free policy addresses each Global Network Standard** Yes ☐ No ☐ **Contracts and regulations prohibit the sale of tobacco and associated products within the healthcare service** Yes ☐ No ☐
A comprehensive communication strategy to support awareness and adherence to the tobacco-free policy.	**Indicators Standard 2** (sample indicators) **A communication plan exists** Yes ☐ No ☐ **Communication tools and materials exist** Yes ☐ No ☐

FORM B
Candidate Nomination Report

FORM B: What is the purpose of it?

The nominated candidate has the 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

Candidate Nomination Report
FORM B

Who should complete FORM B?

The Nominated Candidate is accepted as an applicant for the GOLD Process based on the robustness of the national/regional validation process described in FORM A and the verification information provided in FORM B by the national coordinator or authorised submitter.

- **Innovative/Good Practice**: highlight implementation examples to support global sharing and learning
- **Key Performance Outcomes**: numbers or percentages where routinely collected for monitoring quality improvement

The Candidate is approved as a GOLD Forum Member based on acceptance of verified and validated information on high-level implementation provided by the national coordinator or authorised submitter in FORM B.

The official language for the GOLD Forum Process is English, all comments must be in English.

CANDIDATE DETAILS

Candidate Contact Data (to be completed by Healthcare Service)

Healthcare service name:	Country/region:
Contact Person:	E-mail:
Self-Audit Tool completed since:	Website:
2018: Self-audit score (Standards 1-8):	**2019:** Self-audit score (Standards 1-8):

Candidate Demographic Data (to be completed by Healthcare Service)

Size/ number of beds:	Number of staff:
Number of treated service users and/or residents per year:	Average length of stay:
Specialisation (departments, diagnosis):	

National Coordinator or Authorized Submitter

Contact person:	E-mail:
Phone:	

STANDARD 1 - GOVERNANCE AND COMMITMENT
The healthcare organisation has clear and strong leadership to systematically implement a tobacco-free policy

KEY ASPECTS OF THE WHOLE STANDARD
- 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

Candidate Validation - To be completed by the representative Health Care organisation

BRIEFLY HIGHLIGHT (Innovative good practice and/or problems solved)

Sustainability and quality improvement: (highlight future measures and strategic activities)

Jury Team questions or comments to candidate	
Candidate feedback (jury team questions and/or comments)	
Final jury section	

STANDARD 2 – COMMUNICATION
The healthcare organisation has a comprehensive communication strategy to support awareness and implementation of the tobacco-free policy and tobacco cessation services.

KEY ASPECTS OF THE WHOLE STANDARD
- A clear communication plan informs staff, patients and community
- Tools/materials for communicating the policy with staff, students, subcontractors and agency staff are evident and up to date

FORM C
# Jury Team Evaluation Feedback

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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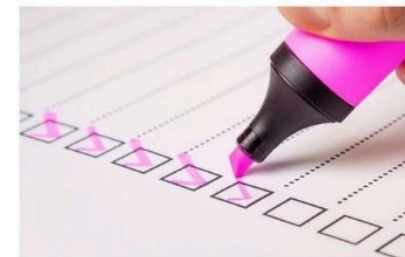
GOLD Process – Jury Panel

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 Jury Team (max 3 persons)**
- **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.

Form C

Jury Team: Evaluation Feedback

- Summary about the review
- Highlights of good practice
- Hints on possible improvements

Jury Team Report
Form C

Jury Team: Application Decision

Country:	GOLD FORUM process 2019 / 2020
Healthcare Service Name:	
Healthcare Contact Person:	**Email:**

National Contact Person:	
Network:	**Email:**

Form A report demonstrates that a clear and robust process was used to show that the evidence and implementation status of the candidate was verified. Yes ☐ No ☐	**Form B** demonstrates the comprehensive implementation of all Global Network standards by the candidate. Yes ☐ No ☐	The Jury Team support this candidate's application for GOLD Forum membership: Yes ☐ No ☐

Jury Team: Evaluation Feedback

Jury feedback on outstanding strengths and good practice with 1-2 examples of innovative and/or quality good practice given and examples of which aspects that need more work (for consideration and future development).

Jury Team Members

_____   _____

Jury Seniormember   Date

GOLD FORUM EVENT

2021

New members are invited to participate and share their experiences at the Gold Forum event and receive the Certificate and the GOLD Award

- Next GOLD Forum Event will take place at the 28th International HPH Conference
- Membership of the GNTH-Global GOLD Forum lasts for a period of 4 years

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FORM A

Jan/ March 2021

Submission: Responsibility Submitter

Only authorized 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: 31/03/2021

FORM A

April / May 2021

Examination and Recognition of candidates Form A: Responsibility Senior Jury

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

Deadline: 31/05/2021

FORM B

Jun/Jul/Aug: 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: 31/08/2021

FORM B

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.

Deadline: 30/9/2021

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FORM C

October

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: 31/10/2021

Thank you!