

PSF Pediatric Office Implementation Procedures

PSF PROGRAM IMPLEMENTATION PROCEDURES:

Getting Started

1. Each office needs a PSF Contact (PSF-C); this person will be the main contact for anything related to the program and will be responsible for ensuring that all program elements are implemented.
2. All new offices interested in participating in the PSF program need to contact PSF by phone: (858) 966-7585 or e-mail: phartigan@rchsd.org before implementing the program.
3. A PSF staff member will go over the program with you and provide training either over the phone or on-site and make sure your office gets registered at the California Smokers' Helpline.
4. The PSF-C should familiarize her/himself with the program and all program materials – then share the program information with all other staff members.

After identifying your office's PSF Contact, receiving training from a PSF staff member, and reviewing all program materials, new offices participating in PSF can begin implementing the program as outlined here. (The PSF-C can use the *Steps to Follow* sheet as a guide to help determine which office member will be responsible for implementing each of these steps).

Program Materials (downloaded from www.sdSmokeFreeFamilies.com)

1. The PSF Contact or other designated office member (PSF-C/DOM) will be responsible for ensuring that a stack of Parent Surveys are available to be distributed and filled out by all parents/guardians at their child's 6-month well-child visit. (*Parent Surveys are customized for each clinic; be sure to download your clinic's survey.*)
2. The PSF-C/DOM will be responsible for ensuring that education materials are available to be distributed to parents/guardians depending on their smoking status. (Descriptions of these materials are found on the website and under the PSF Website section later in this document). Education Materials include:
 - a. Pediatric Flyer
 - b. Environmental Tobacco Smoke (ETS) Handouts

Note: Quantities of English and Spanish Parent Surveys and education materials are based on office needs; appropriate amounts of each should be printed and available. Some materials may also require additional preparation (i.e. stapled, cut, etc.).

Screening Parents/Guardians with the Parent Survey

A parent or guardian of every child should fill out the appropriate clinic-specific Parent Survey (English or Spanish) at her/his child's 6-month well-child visit (or any well-child visit if a survey was not completed at the 6-month well-child visit and the child is 5 years old or younger).

1. The PSF-C/DOM will provide the Parent Survey to every parent/guardian at their child's 6-month well-child visit. *(This step is the core of the program, all other steps are based on the completion of this survey—It is crucial that each office create a plan to ensure that this step is implemented.)*
2. The PSF-C/DOM will give instructions for the parent/guardian to fill out the survey and return it to the PSF-C/DOM when completed. (The PSF-C/DOM may also fill out the form for the parent/guardian when assistance is needed, but it is best for parent/guardian to fill out the survey on her/his own.)
3. The PSF-C/DOM will collect the survey from the parent/guardian and review it.
4. The PSF-C/DOM will determine the smoking status of the parent/guardian and check the Fax Referral box at the bottom if the parent/guardian is a smoker who is ready to quit and needs to be referred to the Helpline
5. The PSF-C/DOM will immediately fax the survey to the California Smokers' Helpline at 1 (858) 300-1136 **if parent/guardian is a smoker_(s) AND has given consent/signed the survey.**
6. The PSF-C/DOM will provide the parent/guardian with the appropriate education materials depending on her/his smoking status or exposure to environmental tobacco smoke.
7. **The PSF-C/DOM will make sure the Parent Survey for all parents/guardians (smokers and non-smokers) is placed in their child's chart once the parent/guardian has been screened.**
8. The PSF-C/DOM will flag the child's chart using a PSF sticker or other internal method of flagging to indicate the smoking status of the parent/guardian; this is done to confirm that the child's parent/guardian has completed the Parent Survey and to remind providers to follow-up.
9. The PSF-C/DOM will notify the provider of the smoking status of the child's parent/guardian before the provider sees the patient.
10. The provider will be alerted to the parent/guardian's smoking status and give them appropriate advice.

Determining a Person's Smoking Status

Parents/guardians are categorized as smokers ready to quit (S), smokers not ready to quit (S-NR), exposed to environmental tobacco smoke (ETS), non-smokers (NS) or a combination of categories depending on their responses on the Parent Survey. A quick review of the Parent Survey will help you determine the parent/guardian's smoking status as each survey response is coded to help you. These codes will alert you to what should be done for that person.

***All parents/guardians, regardless of their smoking status, should receive a PSF Pediatric Flyer: Don't Let Your Child Grow Up Under a Cloud.**

Non-Smokers – coded as (NS):

1. Place the completed Parent Survey inside her/his child's chart so that the clinician can see the smoking status of the parent/guardian and give appropriate advice.
2. Flag the child's chart in a way that indicates the parent/guardian's smoking status using either a PSF sticker or other internal flagging method.

Smokers Ready to Quit – coded as (S):

1. Provide the parent/guardian with the packet of (ETS) education materials.
2. Only parents/guardians who **smoke AND are ready to quit** should be referred to the California Smokers' Helpline.
3. Make a photocopy of the signed survey so that it can be faxed directly to the California Smokers' Helpline at 1 (858) 300-1136.
4. Place the completed Parent Survey inside her/his child's chart so that clinician can see the parent/guardian's smoking status and give appropriate advice. Flag the child's chart to indicate that the parent/guardian is a smoker.
5. The clinician on hand will be notified prior to seeing the child that his/her parent/guardian is a smoker (via the PSF-C/DOM, Parent Survey, and/or flagging method).
6. The clinician should implement the 5A's and advise the smoker to quit (See Advice for Parental Smokers Flowchart) and provide the smoker with the Rx referral to reinforce the importance of quitting.

Fax Referral: Instructions for Referring Parents/Guardians Who Smoke

All parent/guardians of children 0-5 years old should fill out the Parent Survey.

1. Once the Parent Survey has been filled out, surveys of identified smokers should be faxed immediately or that same day to the California Smokers' Helpline 1 (858) 300-1136 **only if:**
 - a. The smoker is **ready to quit (S)**
 - b. The smoker has **signed the survey** giving consent to be referred.
2. The Parent Survey (or a copy) should be placed in the child's chart and the chart should be flagged to indicate the parent/guardian is a smoker.

Smokers NOT Ready to Quit – coded as (S-NR):

1. Provide the parent/guardian with the packet of (ETS) education materials.
2. Parents/guardians who smoke but are **not ready to quit should NOT be referred** to the California Smokers' Helpline. (However, if a parent or guardian indicates that they are ready to quit at a subsequent visit, a fax referral should be made.)
3. Place the completed Parent Survey inside her/his child's chart so that clinician can see the parent/guardian's smoking status and give appropriate advice. Flag the child's chart to indicate that the parent/guardian is a smoker but is not ready to quit.
4. The clinician on hand will be notified prior to seeing the child that his/her parent/guardian is a smoker (via the PSF-C/DOM, Parent Survey, and/or flagging method).
5. The clinician should implement the 5A's and advise the smoker to quit, (See Advice for Parental Smokers Flowchart) provide the smoker with the Rx referral to reinforce the importance of quitting, and follow up with the parent/guardian at every subsequent visit by asking if she/he is ready to quit.

Environmental Tobacco Smoke – coded as (ETS):

1. Provide the parent/guardian with the packet of (ETS) education materials.
2. Place the completed Parent Survey inside her/his child's chart so that clinician can see the parent/guardian's smoking status and give appropriate advice. Flag the child's chart to indicate that the child is exposed to environmental tobacco smoke at home.
3. The clinician on hand will be notified prior to seeing the child that the child is exposed to tobacco smoke at home (via the PSF-C/DOM, Parent Survey, and/or flagging method).
4. The clinician should implement the 5A's and advise the parent/guardian of the importance of children avoiding exposure to environmental tobacco smoke (See Advice for Parental Smokers Flowchart).

Follow Up: At each subsequent visit, the provider should follow-up with the parent/guardian regarding tobacco use and the effects of exposure to tobacco smoke on young children's health and continue to provide support and encouragement (See Advice for Parental Smokers Flowchart).

PSF WEBSITE:

All PSF program materials are available to download from our website at www.sdSmokeFreeFamilies.com (web address is **not** case-sensitive). To access the program materials from the home page, click on the **Program Materials** navigation bar on the left side of the screen or the Program Materials link at the bottom of the home page. From the Program Materials page, clicking on **Pediatric Offices Program Materials** will take you to a list of all the materials needed to implement the program along with a description of what each document is and how it should be used. Click on English or Spanish next to the name of any of the materials to access that document. (To access and download the Parent Survey you must first click to see the list of participating offices; clicking on the name of your office will access your office's customized surveys—English and Spanish.) Below is a list and description of these materials from our website to help familiarize you with the program materials and the layout of our website

On the **Pediatric Offices Program Materials** page you will find:

➤ **Parent Survey/Fax Referral Forms: English | Spanish**

A brief survey for all parents/guardians of young children (0-5) to fill out at their child's six-month well-child visit. This form serves as: 1) A survey to screen for/identify individual and household smoking status, 2) A fax referral form to the California Smokers' Helpline for parents/guardians who identify themselves as smokers and want help to quit, 3) A guide to be placed in each patient's medical chart to assist the clinician in giving appropriate advice about tobacco use/exposure, and 4) A guide for the office to determine which education materials to give to each family.

➤ **Education Materials**

Pediatric Flyer: English | Spanish

A one-page flyer designed to be given to ALL parents/guardians of young children. This flyer reminds them of the harmful effects of secondhand smoke exposure for children and the importance of letting their child grow up in a smoke-free environment. Information about free smoking cessation counseling is also included.

(ETS) Environmental Tobacco Smoke Handouts (series of 3): English | Spanish

A series of 3 handouts designed to inform parents of young children of the harmful effects of secondhand smoke on their child(ren)'s health. Each handout focuses on a specific health complication and the increased risk that infants and children of smokers have of suffering from these negative health outcomes compared to infants and children of non-smokers.

*ETS handouts can also be downloaded individually by topic:

- Sudden Infant Death (SIDS): English | Spanish
- Secondhand Smoke and Childhood Illness: English | Spanish
- Asthma and Smoking: English | Spanish

➤ **Program Implementation**

PSF Pediatric Office Implementation Procedures—THIS DOCUMENT

Steps to Follow: Pediatric Provider Offices

A 2-page organization tool designed to help offices successfully implement the PSF program. All the steps from screening parents/guardians, faxing referrals, and providing education materials to placing completed surveys in the child's medical chart and following up at subsequent visits are outlined here. Suggestions for when each step should be performed as well as who is in charge of performing which steps are also offered to help offices build the program into their routine and ensure that all aspects of the program are carried out.

Advice for Parental Smokers Flowchart

A flow chart designed to help providers talk to smokers about quitting based on their willingness to quit. These parental quit smoking assistance and follow-up techniques are based on best practice research shown to increase the likelihood of helping patients successfully quit smoking.

Rx: English | Spanish

A prescription-style handout for providers to use when referring smokers to the California Smokers' Helpline for smoking cessation services.

Peds Chart Stickers

A sheet of sticker labels for office members to use and check off the smoking status of the mother/father/guardian and stick on the patient's chart. Sticker labels serve to remind providers to ask, advise, assist, and follow-up with smokers, recent quitters and members of a smoking household, and to confirm that the patient has completed the Parent Survey and been screened for personal and household smoking status.