

## PSF Obstetric 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](mailto: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](http://www.sdSmokeFreeFamilies.com))

1. The PSF Contact or other designated office member (PSF-C/DOM) will be responsible for ensuring that a stack of Prenatal Surveys are available to be distributed to all prenatal patients at their first prenatal visit. (*Prenatal 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 prenatal patients 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. Prenatal Flyer
  - b. Recent Quitters (RQ) Tip Sheets
  - c. Environmental Tobacco Smoke (ETS) Handouts

Note: Quantities of English and Spanish Prenatal 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 Patients with the Prenatal Survey

All pregnant women should fill out the appropriate clinic-specific Prenatal Survey (English or Spanish) at their first prenatal visit.

1. The PSF-C/DOM will provide the Prenatal Survey to all pregnant women at their first prenatal 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 patient to fill out the Prenatal Survey and return it to the PSF-C/DOM when completed (The Prenatal Survey may be included in your office's standard prenatal packet.) (The PSF-C/DOM may also fill out the form for the patient when the vital signs are taken or when assistance is needed, but it is best for the patient to fill out the survey on her own.)
3. The PSF-C/DOM will collect the survey from the patient and review it.
4. The PSF-C/DOM will determine the smoking status of the patient and check the Fax Referral box if the patient is a smoker 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 patient is a smoker(s) AND has given consent/signed the survey.**
6. The PSF-C/DOM will provide the patient with the appropriate education materials depending on the patient's smoking status or exposure to environmental tobacco smoke.
7. **The PSF-C/DOM will make sure the Prenatal Survey for all patients (smokers and non-smokers) is placed in the patient's chart once the patient has been screened.**
8. The PSF-C/DOM will flag the patient's chart using a PSF sticker or other internal method of flagging to indicate the smoking status of the patient; this is done to confirm that the patient has completed the prenatal survey and to remind providers to follow-up.
9. The PSF-C/DOM will notify the provider of the smoking status of the patient before the provider sees the patient.
10. The provider will be alerted to the patient's smoking status and give the patient appropriate advice.

## Determining a Patient's Smoking Status

Patients are categorized as smokers (S), recent quitters (RQ), exposed to environmental tobacco smoke (ETS), non-smokers (NS) or a combination of categories depending on their responses on the Prenatal Survey. A quick review of the Prenatal Survey will help you determine the patient's smoking status as each survey response is coded to help you. These codes will alert you to what should be done for that patient.

**\*All pregnant patients regardless of their smoking status should receive a PSF Prenatal Flyer: Don't Let Your Baby Start Life Under a Cloud.**

### Non-Smokers – coded as (NS):

1. Place the completed Prenatal Survey inside the patient's chart so that the clinician can see the patient's smoking status and give appropriate advice.
2. Flag the patient's chart in a way that indicates the patient's smoking status using either a PSF sticker or other internal flagging method.

### Pregnant Smokers – coded as (S):

1. Make a photocopy of the signed survey so that it can be faxed directly to the California Smokers' Helpline at **1 (858) 300-1136**.
2. Place the completed Prenatal Survey inside the patient's chart so that the clinician can see the patient's smoking status and give appropriate advice. Flag the patient's chart to indicate that the patient is a smoker.
3. The clinician on hand will be notified prior to seeing the patient that a smoker has been identified (via the PSF-C/DOM, Prenatal Survey, and/or flagging method).
4. The clinician should implement the 5A's and advise the smoker to quit (See Prenatal Advice Grid) and provide the smoker with the Rx referral to reinforce the importance of quitting.

#### **Fax Referral: Instructions for Referring Pregnant Smokers**

All pregnant patients should fill out the Prenatal Survey.

1. Once the Prenatal Survey has been filled out and a smoker has been identified, the **SIGNED** survey should be faxed immediately or that same day to the California Smokers' Helpline at 1 (858) 300-1136
2. The Prenatal Survey (or a copy) should be placed in the patient's chart and the chart should be flagged to indicate that the patient is a smoker.

### **Recent Quitters – coded as (RQ):**

1. Provide the patient with the packet of (RQ) education materials for relapse prevention.
2. Place the completed Prenatal Survey inside the patient's chart so that clinician can see the patient's smoking status and give appropriate advice.
3. Flag the patient's chart to indicate that the patient is a recent quitter and quit smoking once they found out they were pregnant.
4. The clinician on hand will be notified prior to seeing the patient that the patient is a recent quitter (via the PSF-C/DOM, Prenatal Survey, and/or flagging method).
5. The clinician should implement the 5A's and advise the smoker to stay quit (See Prenatal Advice Grid).

### **Environmental Tobacco Smoke – coded as (ETS):**

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

### **Follow Up:**

At each subsequent visit, the provider should follow-up with the patient regarding tobacco use and exposure to tobacco smoke and continue to provide support and encouragement (See Prenatal Advice Grid).

### **PSF WEBSITE:**

All PSF program materials are available to download from our website at [www.sdSmokeFreeFamilies.com](http://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 **Obstetric 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 Prenatal 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 **Obstetric Offices Program Materials** page you will find:

➤ **Prenatal Survey/Fax Referral Form: English | Spanish**

A brief survey for all prenatal patients to fill out at their first prenatal 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 patients who identify themselves as smokers, 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 patient.

➤ **Education Materials**

**Prenatal Flyer: English | Spanish**

A prenatal flyer for ALL pregnant women that reminds women of the importance of not smoking while they are pregnant or letting anyone smoke near them or their unborn baby. Information about free smoking cessation counseling is also provided for women and families who smoke and are interested in quitting.

**(RQ) Recent Quitters Handouts (series of 4): English | Spanish**

A series of 4 tip sheets designed to provide support and encouragement to pregnant women who quit smoking when they found out they were pregnant (Recent Quitters). Each tip sheet offers suggestions to help women stay quit and prepares them for dealing with difficult situations that may tempt them to smoke. While originally designed to be distributed at different points throughout their pregnancy, the entire series can be handed out at once to help motivate recent quitters to stay quit.

**(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 Obstetric Office Implementation Procedures—THIS DOCUMENT**

**Steps to Follow: Prenatal Provider Offices**

A 2-page organization tool designed to help offices successfully implement the PSF program. All the steps from screening patients and faxing referrals to placing completed surveys in the patients' medical chart, providing education materials 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.

**Prenatal Advice Grid**

An advice grid designed to help providers talk to patients who smoke, recently quit, or are exposed to tobacco smoke at home. These treatment, referral 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.

**OB Chart Stickers**

A sheet of sticker labels for office members to use and check off the smoking status of the patient and stick on the patient's chart. Sticker labels serve to remind providers to ask, advise, assist, and follow-up with smokers and recent quitters at each visit, and to confirm that the patient has completed the prenatal survey and been screened for smoking status.