

February 2022

PSNC Briefing 007/22: Contractor checklist – implementing the Smoking Cessation Service

This checklist details the actions contractors need to undertake to prepare to provide the Smoking Cessation Service (SCS). Further information on the service and resources can be found at psnc.org.uk/scs.

	Activity	By whom?	By when?	Completed
1.	Read the service specification , PSNC Briefing and the FAQs on the PSNC website (psnc.org.uk/scs), so that you understand the service requirements.			
2.	Find out which Trusts in your area are already making referrals to community pharmacies and which will be starting this in due course. Your LPC or regional NHSE&I team may be able to provide this information to you. If it is likely that referrals may not start as soon as the service commences therefore staff may need to refresh the knowledge of the service once referrals do commence.			
3.	Develop a Standard Operating Procedure (SOP) for the provision of the service. Make sure this includes key contact details for the service, validation and infection prevention and control measures for the equipment used; and signposting to locally commissioned smoking cessation services.			
4.	Place an order for a CO monitor (which is suitable for pregnant women) and sufficient disposable mouthpieces to meet the likely demand when providing the service. The minimum technical specification for a CO monitor that can be used for the service can be found in Appendix A of the service specification .			
5.	Ensure all pharmacists providing the service are appropriately trained and competent to do so. Pharmacists providing the service must have: <ul style="list-style-type: none"> • Read and understood the operational processes to provide the SCS as described in the service specification; • Successfully completed the following National Centre for Smoking Cessation and Training (NCSCT) courses and satisfactorily pass the assessments (where applicable): <ul style="list-style-type: none"> a) Stop Smoking Practitioner training and certification; b) Mental health and smoking cessation course; c) Pregnancy and smoking cessation course; and d) E-cigarettes: a guide for healthcare professionals course. 			

	<ul style="list-style-type: none"> Have read the NCSCT Standard Treatment Programme (STP), which will be used to support consultations. Pharmacists should also be aware of the availability of locally commissioned and national smoking cessation services. 			
6.	Contractors will need to select and contract for an IT system that they can use to make their clinical records for the service. Information on IT systems that can support the service is available at psnc.org.uk/scs .			
7.	Complete the Manage Your Service (MYS) portal declaration to sign-up to provide the service (seeking approval from head office, if that is applicable).			
8.	Brief all staff on the service. Ensure all staff that will undertake parts of the service are familiar with and will apply relevant sections of the SOP.			
9.	Ensure relevant members of staff have login details to access the IT system or NHSmail on every day that the pharmacy is open and understand the process for checking for referrals at appropriate intervals.			
10.	Engage with local GP Practices and/or PCN colleagues to make them aware the pharmacy is participating in this service. Resources to support this, including a template letter / email and a summary of the service for GP practices, are available at psnc.org.uk/scs .			
11.	Print out copies of any resources you will use when providing the service. Resources are available at psnc.org.uk/scs .			
12.	If using NHSmail to communicate results and referrals to GP practices, set up templates to assist in efficient GP communications.			