

SMOKING CESSATION SERVICE – CONSULTATION CHEKLIST

The below checklist can be used as a guide to support relevant discussions at each consultation and are adapted from the NCSCCT standard treatment programme. They are only suggestions for content as each session should be tailored to the individual client.

SESSION 1: PREPARING TO QUIT

This can be used as a pre-quit assessment ideally 1-2 weeks prior to the quit date. The session assesses motivation to quit.

	Key points to cover	
1.	Assess client’s motivation and readiness to quit: ask the client if they are ready to stop smoking for good and at this time. If they do not feel ready then provide contact details and suggest they return when they are ready and motivated.	
2.	Inform the client about the structure of the service and the process for sessions. Explain that they will be required to return for repeat appointments and their progress will be monitored via carbon monoxide monitoring and reinforce the ‘not a puff’ rule from the quit date	
3.	Complete the client details on the client record form and obtain their consent	
4.	Discuss the clients current smoking habits including: <ul style="list-style-type: none"> • How long they have been smoking for • The time of the first cigarette • The number of cigarettes smoked per day – on average • Details of any previous quit attempts including products used 	
5.	Assess the clients nicotine dependence using the dependence on smoking questionnaire	
6.	Explain the purpose of conducting carbon monoxide (CO) monitoring. Conduct the first test following the manufactures instructions. Record the result on the client record form Explain the results to the client	
7.	Reinforce the importance of the ‘not a puff’ rule	
8.	Discuss possible withdrawal symptoms and how Nicotine Replacement Therapy (NRT) can help manage these withdrawal symptoms	
9.	Provide information regarding the different pharmacotherapy options available including NRT, Varenicline and Bupropion to allow client to make an informed choice on which options best suits them. Provide information on how these can be accessed for example purchased over the counter, via their GP or via a patient group direction.	
10.	Set the quit date with the client. This is normally the date of the next appointment (1 – 2 weeks later).	

11.	Provide any additional support materials for example leaflets, contact details for support groups	
12.	Arrange follow up quit date session	
13.	Summarise information provided and record details on client record form.	

SESSION 2: QUIT DATE

The purpose of this session is to confirm readiness to quit, reinforce key points and provide coping strategies

	Key points to cover	
1.	Confirm readiness and ability to quit – ensure the client is still motivated	
2.	Provide the client with NRT/medication and ensure they have sufficient supply to last at least 2 weeks.	
3.	Discuss withdrawal symptoms and any cravings/urges to smoke – provide advice on how to deal with them.	
4.	Discuss any potential high risk situations in the coming weeks when they believe they may be tempted to smoke and discuss how they will deal with these situations.	
5.	Conduct carbon monoxide monitoring and explain reading. Record on client record form	
6.	Reinforce the importance of the ‘not a puff’ rule going forward	
7.	Arrange follow up session	
8.	Summarise information provided and record details on client record form.	

SESSION 3, 4, 5: 1, 2 AND 3 WEEKS POST QUIT DATE

The purpose of this session is to check client’s progress and that they remain motivated to quit.

	Key points to cover	
1.	Check on client’s progress – have they smoked since last appointment.	
2.	Conduct carbon monoxide monitoring and explain reading. Record on client record form	
3.	Check on medication use, enquire about any side effects or concerns and provide client with sufficient supply	
4.	Discuss withdrawal symptoms and any cravings/urges to smoke – provide advice on how to deal with them.	
5.	Discuss any potential high risk situations in the coming weeks when they believe they may be tempted to smoke and discuss how they will deal with these situations.	
6.	Reinforce the importance of the ‘not a puff’ rule	
7.	Arrange follow up session	
8.	Summarise information provided and record details on client record form.	

SESSION 6: 4 WEEKS POST QUIT DATE

This may be the final session with the client. The aim is to provide coping strategies going forward and boost confidence to continue to remain smoke free

	Key points to cover	
1.	Check on client's progress – have they smoked since last appointment and how are they feeling about remaining smoke free going forward	
2.	Conduct carbon monoxide monitoring and explain reading. Record on client record form	
3.	Check on medication use, enquire about any side effects or concerns and discuss continued medication supplies and how to obtain.	
4.	Discuss withdrawal symptoms and any cravings/urges to smoke – provide advice on how to deal with them.	
5.	Discuss how they will deal with high risk situations going forward	
6.	Congratulation client on progress and provide certificate if they have remained smoke free	
7.	Summarise information provided and record details on client record form.	