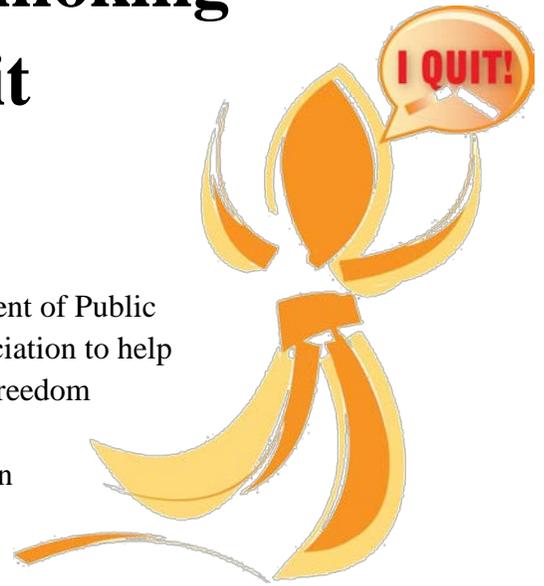


Freedom From Smoking Clinic Toolkit

Thank you for partnering with the Louisville Metro Department of Public Health & Wellness (LMPHW) and the American Lung Association to help people in our community live tobacco free lives by hosting Freedom From Smoking clinics. In this toolkit you will find easy guidelines and tools to help you start and coordinate your own Freedom From Smoking clinic.



If you ever have any questions, we are here to help!
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400 East Gray St., Louisville, KY 40202
Phone: 502-574-6585 or 502-574-5313
Fax: 502-574-6810

What's In this Toolkit

- Step by Step Guide to Coordinating Your Freedom From Smoking Clinic
- Helpful Hints
- Facilitator Guidelines



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**PUBLIC HEALTH
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† AMERICAN LUNG ASSOCIATION®
Freedom
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Step by Step Guide to Coordinating Your Freedom From Smoking Clinic

Coordinating Freedom From Smoking clinics is easy, the short version is outlined below. You'll find all the nitty-gritty details about each step explained in the Facilitator Guidelines found after the "Helpful Hints" section.

Step 1: Choose the location, day of the week and time of your clinic.

- You may already know where and when you'd like to host your clinic, if so that's great!
- If you don't already have a place, day or time in mind, we can help you find a place!
- Things to consider: location, day of the week and time of day.

Step 2: Market your clinic and Recruit participants.

- Get the word out about your clinic. Publicize through your agency's media venues or hang flyers in the neighborhood where your clinic will be.
- LMPHW will also help you to advertise your clinic online and in print.
- Be sure that all publications tell participants where to go and when to attend the first session of your clinic.

Step 3: Prepare for the first session.

- Review your Facilitator Handbook.
- Visit your clinic location.
- Make sure you have all the supplies you need.

Step 4: Host the first session.

- Provide name tags so you can learn everyone's names.
- Welcome your participants, collect registration forms, and have fun!

Step 5: Get Ready to Distribute NRT during the fourth session.

- A few days before the fourth session, fill out an NRT request form send it to LMPHW.
- Pick up your NRT from LMPHW.

Step 6: Conduct Your Freedom From Smoking clinic for the next four weeks.

- If you ever have questions, contact LMPHW.
- LMPHW **may be able** to substitute facilitators in the case of a family emergency, mandatory training, or vacation.

Step 7: Close out your Freedom From Smoking clinic. When your clinic is complete return all forms and leftover NRT to LMPHW.

Helpful Hints

Best Practice Tips:

- For clients with preexisting health issues, recommend that they advise their medical provider that they will use NRT to stop smoking.
- Count out patches in an envelope and mark with the milligram strength and the number of days that the patches will cover for each participant. **Clients who are unable to use NRT patches due to various health risks should immediately tell FFS facilitator and must complete LMPHW Liability Form.**
- Add a box or two to your order to keep extras on hand. People working outdoors tend to lose patches. Band-Aids, gauze wrap, paper tape, and ace bandages are helpful to keep patches on.

LMPHW has many experienced facilitators who are happy to let new facilitators sit in on their clinics to learn first-hand how the clinic runs. Call us if you want to visit a clinic prior to you doing one on your own **502 574-5313**.



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Partner Facilitator Guidelines

Scheduling a Freedom From Smoking Clinic

Facilitators may choose the location, day of the week and time of Freedom From Smoking clinics they host. Facilitators work with the venue to secure the room and equipment needed for their clinic.

- Suggested locations: Fire departments, churches, nonprofit organizations, and community centers. LMPHW is available to find a location, if needed.
- Day of the week: Facilitators should make their best effort to clear their calendars to ensure that they are available to facilitate each clinic.
 - Look for any holidays that may fall within your Freedom From Smoking clinic and schedule a make-up clinic session. and cover the material missed by;
 - In cases of emergency or with at least 24 hours' notice, please utilize FFS Facilitators' roster to find a substitute. You are each other's resource! If unsuccessful in locating a facilitator, contact LMPHW, who will work to find a substitute facilitator so clinic participants may still attend clinic in the absence of the regular facilitator.
- Time: To meet the needs of community residents, clinics may be scheduled at almost any time of day. Clinics held in the early evening, during the lunch hour, or at a shift change, are popular and well-attended.

Marketing a Freedom From Smoking Clinic

Facilitators should publicize the date, time and location through their agency's communication media such as flyers, word of mouth, newsletters, websites, etc.

- Clinic venues often have websites, newsletters, email lists to advertise clinics.
- Hospitals and other healthcare facilities are often willing to advertise clinics.

LMPHW will publicize via: printed schedules, email, LMPHW webpages, social media, ALA website, press releases, community contacts and coalitions.

Coordinating a Freedom From Smoking Clinic

Registering Participants

- **LMPHW will assist facilitators in registering participants through an online form. LMPHW will provide a class roster to the facilitator the week before the first clinic session.**
- Facilitators should provide contact information to participants.

Preparing for the First Session

- Review your Facilitator Guide.



- Visit the clinic location to ensure the space and supplies (tables, chairs, TV/DVD player, or laptop/speakers) are available and accessible. Communicate with the venue to learn the logistics of the venue to ensure you/clinic participants are not locked in/out of the building, to ensure restrooms are available, etc.
- Gather additional supplies; Freedom From Smoking workbooks, relaxation CD's, nametags, extra pens, extra forms, and anything you'd like to add to make the clinic more fun (like an icebreaker game or snacks).

First Session

- Facilitate the clinic as indicated by the Freedom From Smoking Facilitator Guide.
- Have participants complete and turn in the registration form on page 11 and 12 of the workbook. **Please send registration form asap to LMPHW at StopSmoking@louisvilleky.gov or fax to 502-574-5650.**

Fourth Session

- A few days before the fourth session, fill out an NRT request form based on the participant's results from Questionnaire 4 on page 21 of the workbook (this is completed by the participants during session two). Email or fax the NRT request form to LMPHW.
- **Pick up four weeks of NRT products for your participants from LMPHW.**
 - **Participants should use NRT from session four until eight, the duration of this period is four weeks.**
- Call 574-5313 with any questions about the strength participants need.
- **First and foremost, participants are offered only nicotine (NRT) patches. (Exceptions: Gum or lozenges are reserved only for participants who may not be able to use patches due to health risks.)**

Seventh Session

- **Ask participants to complete and turn in the End of Clinic Questionnaire.**
- **Distribute the Freedom From Smoking Helpline Permission Form and ask participants to complete and turn the form in.**

Eighth Session

- **Complete the Facilitator Evaluation and Facilitator Post-Clinic form.**
- **Gather the following forms:**
 - **Facilitator Evaluation and Facilitator Post-Clinic forms.**
 - **End of Clinic Questionnaire, collected from participants after the 7th session, and**
 - **Helpline Permission Form, collected from participants after the 7th session.**
- **Gather all unused NRT and workbooks.**



- **Submit all items noted above to LMPHW at StopSmoking@louisvilleky.gov or fax to 502-574-5650.**

Attendance

Please ensure participants receive all material with fidelity to ALA's implementation standards. Prior to picking up NRT, please submit an attendance Sheet.

Freedom From Smoking Clinic Materials

Please only use Freedom From Smoking materials authorized by the ALA. (Facilitator Guide, Participant Workbook, and Relaxation CD's)

NRT

Nicotine Replacement Therapy (NRT) includes nicotine patches to help them stop smoking and minimize withdrawal symptoms such as cravings for cigarettes.

Free and Open to the Public

LMPHW offers partner organizations NRT for Freedom From Smoking clinics that are free of charge and open to the public.

1. Free: the host organization may not charge for admission to the clinic or for NRT.
2. Open to the public: clinic participation cannot be restricted to specific groups such as, but not limited to; employees, retirees, alumni, or spouses/significant others. Clinics held at locations may draw significantly from that venue, but it must be possible for members of the public to attend and treated equally.

Clinics that do not meet these two requirements may still partner with LMPHW for technical support but are ineligible to receive NRT.

Requesting NRT

To request NRT, complete a [NRT Request Form](#) and submit it to LMPHW via [email](mailto:StopSmoking@LouisvilleKY.gov) (StopSmoking@LouisvilleKY.gov) or fax (574-6810). NRT Request Form may be download from our website.

Security/Safe-keeping

Facilitators are responsible for keeping NRT safe and in good condition.

- Do not leave NRT in cars during hot or cold months; the efficacy of NRT can be affected by temperature change. (Store at temperatures between 68°-77°F.)
- Do leave NRT unattended in places such the office, clinic location, etc.

Returning NRT to LMPHW

All unused NRT must be returned to LMPHW no later than two weeks after the eighth session. Returned NRT is used for other clinics to ensure the product is used prior to the expiration date.

A pattern of lost or failure to return unused NRT may result in termination of LMPHW's partnership with the host agency/Facilitator.



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