

Initial Data Capture

Pharmacy: 9801 - GGC1
User: GGC1 - Gary Glasgow
Last login: Wed, Jun 18, 2014 15:12

Search Protocols Reports **Change password** Manage profile Yellow card Help Hospital Logout

SHORTBREAD, Sally Born 06-Jun-1966 (48y) Gender Female CHI No. 666666666
Patient Details Last Modified On 09-Jun-2014 By GGC1

Address Phone and email

Smoking cessation: initial data capture

Consent

Does the client consent to follow up?

By participating in the smoking cessation service the client has agreed to be contacted by NHS Scotland representatives in order to follow up their progress and smoking status and has agreed to provide a telephone number to facilitate follow up.

Client information

Gender

If female, pregnant?

What's ethnic group?

above, please specify

What's employment status?

above, please specify

Smoking and quit attempts

How many cigarettes does the client usually smoke per day?

At what time of day does the client usually smoke their cigarettes?

How long has the client tried to quit smoking in the past?

Referral and assessment context

How was the client referred to this service?

(Select one)

- Self-referral
- Dentist
- GP
- Health visitor
- HealthPoint
- Hospital
- Midwife

- Pharmacist
- Practice nurse
- Prison
- Smokeline
- Stop smoking roadshow
- Incentive scheme
- Other (please specify)

If 'Other' chosen above, please specify

- Primary care
- Hospital - Inpatient
- Hospital - Outpatient
- Pharmacy
- Prison

- Workplace
- Education establishment
- Non-NHS venue
- Home
- Other (please specify)

If 'Other' chosen above, please specify

- One to one sessions
- Group support (closed groups)
- Telephone support
- Group support (open/rolling groups)

- Couple/family support
- Other (please specify)
- Unknown

If 'Other' chosen above, please specify

Shared care between pharmacy and non-pharmacy services? Yes No

Pharmaceutical usage

Pharmaceutical usage

Total number of weeks of known product use

Client must consent

Record the date on the referral or the date of initial patient contact and tick the box for the appropriate referral source.

Where Varenicline is selected additional questions will be presented

We can work in conjunction with the Stop smoking service, where they are able to give extra support to the client.

Save Cancel

Select type of therapy and record number of weeks used so far. This will be zero. **IMPORTANT NOTE: These fields must be updated before each of the subsequent submissions at weeks 4 and 12.**

Please ensure the correct referral is identified i.e. **Pharmacy**

Record date of first contact and select **One to One sessions**

Shared care between pharmacy and non-pharmacy services? Yes No

We can work in conjunction with the Stop smoking service, where they are able to give extra support to the client.

Start Quit Attempt and Confirm Quit Date

Before recording the quit attempt information, any missing data will be highlighted. Use the **Edit initial data capture** or **Edit patient** links to update.

Please correct the following validation errors before attempting to proceed:

- Date of initial appointment is a required field.
- Intervention(s) is a required field.
- Post code is a required field.
- At least one line of address information is required to proceed.
- At least one telephone number is required to proceed.

[Edit initial data capture](#) [Edit patient](#)

The quit date is not editable and drives the dates for the 4 week and 12 week submissions. It is recommended that at the point of initial appointment a provisional date is discussed but only recorded at the first return appointment. You should therefore click the **Cancel** Button when the **Confirm Quit date and record contact** screen is displayed after entering the initial data.

When the client returns on the agreed date (around 7 days after initial visit) use the link in the **Next Action** section to record the quit date and first contact.

Confirm quit date and record contact

The screenshot shows a form titled "Confirm quit date and record contact" with the following fields and options:

- Quit date: A date input field with a calendar icon.
- Record contact
- Contact date: A date input field with a calendar icon.
- Contact type: A dropdown menu with "Please select" selected.
- Has the patient smoked?: Radio buttons for "Yes" and "No".
- CO Reading: A dropdown menu with "Please select" selected, followed by "ppm".
- Product: A grid of checkboxes for various products:
 - 16h patch, 24h patch, Lozenge
 - Gum, Nasal spray, Inhalator
 - Sub-lingual tablet, Bupropion, Varenicline
 - Mouth spray, Oral film strips
- Product and contact notes: A text area.
- Buttons: "Confirm quit date" (highlighted with a red box) and "Cancel".

Callout boxes provide additional information:

- "Record **Quit date**, this should be within the next few days" points to the "Quit date" field.
- "Record the **Contact date**; this can pre-date the Quit date to allow for supply of product in preparation of quitting" points to the "Contact date" field.
- "Where Varenicline is provided the pharmacist must be involved in follow-up consultations" points to the "Varenicline" checkbox.
- "The data will be electronically submitted when the **Confirm quit date** button is clicked" points to the "Confirm quit date" button.

[return to Smoking Cessation Review Page](#)

Please continue to follow local Formulary guidance when supplying products.

Recording a contact

Record a contact each week as current practice. If this is not possible record the date and type under the Contact Attempt section.

Contact

The 'Contact' form includes the following fields and options:

- Contact date:
- Contact type:
- Has the patient smoked?: Yes No
- CO Reading: ppm
- Product: 16h patch, Gum, Sub-lingual tablet, Mouth spray, 24h patch, Nasal spray, Bupropion, Oral film strips, Lozenge, Inhalator, Varenicline

Callouts:

- A box on the left states: "CO monitoring should if possible be recorded weekly and especially at weeks 4 and 12 post quit".
- A box on the right states: "Please follow current Formulary guidelines and select appropriate treatment option".

Buttons: "Record contact" (highlighted in red) and "Cancel".

Contact attempt

The 'Contact attempt' form includes the following fields:

- Contact attempted on:
- Contact type:

Buttons: "Record contact attempt" (highlighted in red) and "Cancel".

If no response after two missed visits and three contact attempts, the patient is lost to follow-up, send 4 or 12 week submission at appropriate time parameters, then mark as assessment complete.

Check the reports function button regularly, i.e. at least once a week to keep you updated on the status of all your patients. You can find this on the toolbar.

Submit 4 Week Data

The link to release the data will be made available in the **Next Action** section between 4 and 6 weeks. (28 Days to 42 Days)

It is not possible to submit the data if this submission window is missed and payment will not be made.

Smoking Cessation Review Page

Quit date	24-Jun-2014	IMPORTANT NOTE: If you miss the 6 week deadline window, it will not be possible to make a submission and payment will not be made			
Next action	Release 4 week MDS				
View submitted minimum data set					
Minimum dataset					
MDS	Target date	Status	Release status	Submitted by	Submitted on
Start	-	Validated	Submitted	GGC1	24-Jun-2014
Four week	22-Jul-2014 - 05-Aug-2014	Open	Not submitted		
Twelve week	02-Sep-2014 - 30-Sep-2014	Open	Not submitted		

Submit four week minimum dataset

Was the client successfully contacted for 1-month follow up?	<input type="text" value="Yes"/>	If the patient was not successfully contacted at the 1 month follow up, or has smoked, it will not be possible to progress to the 12 week submission
Date follow-up carried out	<input type="text" value="14-05-2014"/>	
Client withdrawn from service at time of follow-up?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Has the client smoked at all (even a puff) in the last two weeks?	<input type="text" value="No"/>	
CO reading confirms quit?	<input type="text" value="Yes"/>	
Reason CO reading not taken?	<input type="text" value="Please select"/>	
If initial data capture has changed please edit the values using the following link		
Initial data capture		
<input type="button" value="Submit four week data"/>		<input type="button" value="Cancel"/>

Before submission it is necessary to update the **Pharmaceutical usage** and **Pharmaceutical usage weeks** fields in the initial data capture. Use this link to access the fields to update

Submit 12 Week Data

The link to release the data will be made available in the **Next Action** section between 10 and 14 weeks.

IMPORTANT NOTE: If you miss the 14 weeks deadline it will not be possible to make a submission and payment will not be made; always check review page.

It is not possible to submit the data if this submission window is missed and payment will not be made.

IMPORTANT NOTE: If you miss the 14 week deadline window, it will not be possible to make a submission and payment will not be made, always check review page

Submit twelve week minimum dataset

Was the client successfully contacted for 3-month follow-up?	<input type="text" value="Yes"/>
Date follow-up carried out	<input type="text" value="15-05-2014"/>
Has the client smoked at all since the 1-month follow-up?	<input type="text" value="No"/>
CO reading confirms quit?	<input type="text" value="Yes"/>
Reason CO reading not taken?	<input type="text" value="Please select"/>

If initial data capture has changed please edit the values using the following link

[Initial data capture](#)

Before submission it is necessary to update the **Pharmaceutical usage** and **Pharmaceutical usage weeks** fields in the initial data capture
Use this link to access the fields to update

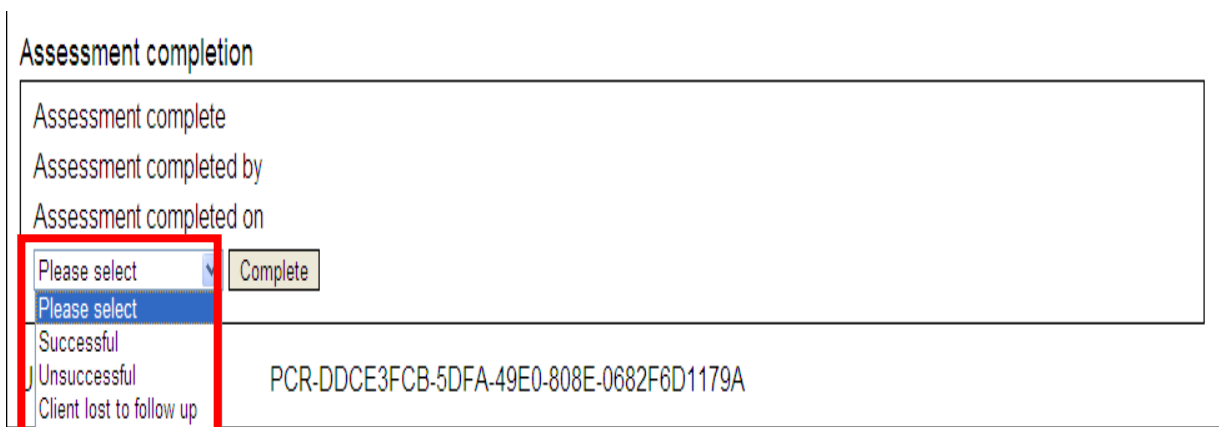
If the patient was not successfully contacted at the 4 week follow up, or has smoked it will not possible to complete the 12 week submission

Recording the Assessment Outcome

Lost to follow up: If at any point the patient is no longer attending the pharmacy and is not contactable, it should be recorded in the **Assessment completion** section as *Client lost to follow-up*.

Unsuccessful: If the patient is found to have smoked in the 2 weeks prior to the 4 week submission or smoked more than five cigarettes since the last submission at week 12 an *Unsuccessful* result should be recorded.

Successful: If the patient has quit at week 12 then the assessment should be recorded as *Successful*.



Assessment completion

Assessment complete

Assessment completed by

Assessment completed on

Please select

Successful

Unsuccessful

Client lost to follow up

PCR-DDCE3FCB-5DFA-49E0-808E-0682F6D1179A

At least 3 separate attempts must be made to contact the patient at week 4 and 12 before recording that they have been lost to follow-up. If no response after two missed visits and three attempts, still submit at week 4 and 12 in given timescales.

Smoking Cessation Reports

Additional reports have been created to support the stop smoking service. It is recommended that you familiarise yourself with these and in particular:

- **Expiring within next 7 days** –If a submission is missed it is not possible to proceed and payment will not be made
- **No interactions in last 7 days.**

When viewing the reports, be aware that the **Week** counter is set Mon-Sun. This means that a patient could have their first contact on a Friday and show as **Week 1** and then on the following Monday show as **Week 2**.

This document has been shared with the kind permission of NHS Lothian