Smoking Cessation and Pharmacy Care Record (PCR)

Before starting a new assessment check the following:

- Does the patient consent to Follow Up? If No, do not proceed.
- If Yes, inform the patient that they may be contacted for follow up by NHS Scotland via text, call, e-mail or letter.

PCR will check for other quit attempts at other community pharmacies recorded in the last 12 weeks. If identified, a new quit attempt cannot be started unless undertaken at the same pharmacy as the previous attempt.

Selecting the patient

- It may be necessary to create a record for the patient
- A CHI look up function is available (CHI is mandatory)
- The mandatory patient information for smoking cessation patients differs from the normal PCR requirements. It is necessary to record the following additional information:
 - o Address 1
 - Post Code Please ensure this is entered correctly and in full or submission will be rejected.
 - Home Phone Number NB Pharmacy telephone number must NOT be used as the
 record will be rejected. If the client does not have a telephone number, write
 UNKNOWN. Follow up is an important part of the programme and obtaining a correct
 contact number is necessary.
 - o As many methods of contact as possible should be obtained e.g. e-mail, mobile number

Submission of data sets

After each submission check that the Minimum dataset section **Status** is shown as '**Validated'** and the **Release Status** as '**Submitted'**.

Reimbursement

- A CPUS form should still be completed for reimbursement purposes.
- The patients CHI number should be included.

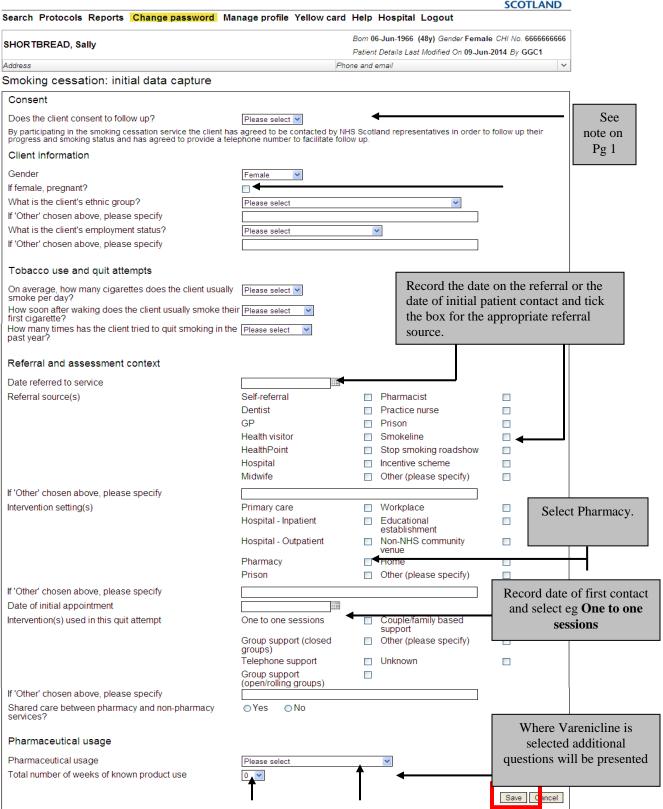
Initial Data Capture

 Pharmacy:
 9801 - GGC1

 User:
 GGC1 - Gary Glasgow

 Last login:
 Wed, Jun 18, 2014 15:12





Select type of therapy and record number of weeks used so far (only if patient has already started record number of weeks, otherwise 0)

IMPORTANT NOTE: These fields must be updated before each of the subsequent submissions. (update with the number of weeks used at 4 & 12 week submission)

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.

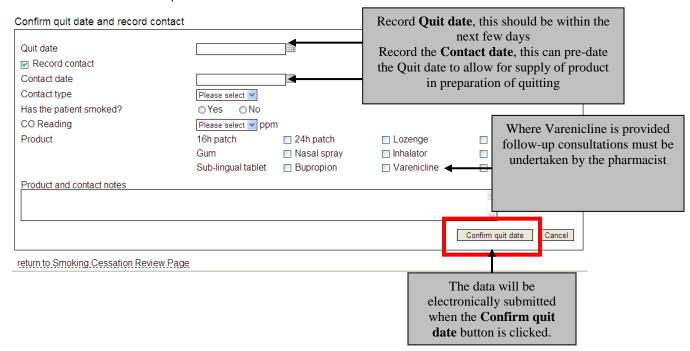
At least one telephone number is required to proceed.

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 point of 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 guit date and first contact.



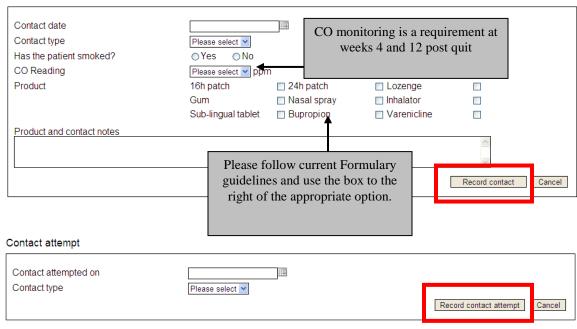
Please continue to follow local Formulary guidance when supplying products.

^{**}If appropriate e.g. patient is sufficiently prepared the quit date and contact can be recorded at the initial appointment. This also includes patients who have already commenced pharmacotherapy**

Recording a Contact

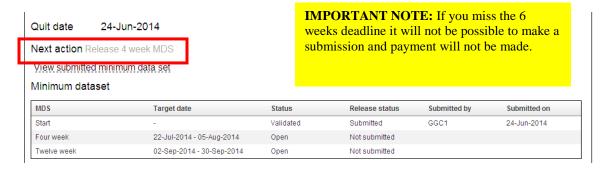
Record a contact each week as current practice. If this is not possible record the date and type under the Contact attempt section.

Contact

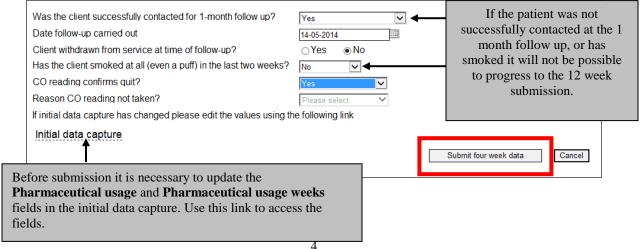


Submit 4 Week Data

The link to release the data will be made available in the Next Action section between 4 and 6 weeks.



Submit four week minimum dataset

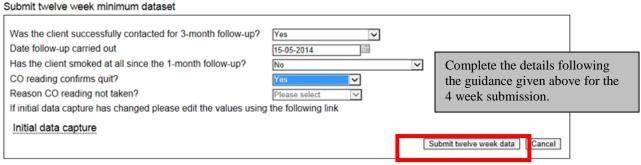


If smoking or lost to follow up at 4 weeks, submit the data then go to "Assessment Completion" section and enter Unsuccessful or Lost to follow up. This will close the record down.

Submit 12 Week Data

The link to release the data will be made available in the **Next Action** section between 12 and 14 weeks.

It is not possible to submit the data if this submission window is missed and payment will not be made. If the 12 week follow up is missed please contact the support office on 01698 377848.



return to Smoking Cessation Review Page

Recording the Assessment Outcome

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**.

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. If at the 12 week submission they have smoked less than 5 cigarettes since week 4 it should be recorded as successful.

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



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 recording as lost to follow up at 12 weeks, contact the support office on 01698 377848 with the client details or complete the form on Community Pharmacy website and send in.

If the 12 week follow up cannot be completed for any reason e.g. 4 week follow up not completed on time therefore 12 week cannot be submitted, then please contact the support office on 01698 377848 or

complete the form on Community Pharmacy website and send in. We can then enter the correct information on the database and claim your payment for you.

Smoking Cessation Reports

Additional reports have been created to support the smoking cessation service.

It is recommended that you familiarise your self 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
- 4 week/12 week follow ups due

When viewing the reports please 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.

Best Practice

- At least 2 staff members to be responsible for checking the reports weekly.
- Identify a day and time that tends to be quieter.
- Attempt to contact clients who have not attended and with a follow up due or about to expire.
- Update the records of clients attending.
- Close down any records outstanding i.e. Assessment completion section.
- Contact the support office with any 12 week follow ups that have been missed

With kind thanks to Greater Glasgow & Clyde for permission to adapt and use their original document.