**Victorian Network of Smokefree Healthcare Services**



**Membership application**

The membership application, signed by management, is a declaration that the applicant organisation will contribute to, promote and implement the Global Network concept and standards in relation to smoking and tobacco control, and share information and experiences within the region (Victoria) and the Global Network ([www.tobaccofreehealthcare.org](http://www.tobaccofreehealthcare.org)) generally.

By joining the Victorian Network of Smokefree Healthcare Services, the applicant commits to:

1. Actively participating and contributing to networking actions and meetings.
2. Completing and returning requested documentation and resources (see next page) and freely exchanging and sharing information within the Network.
3. Returning a completed Global Network Self Audit and developing a plan with specific actions for the implementation of the Global Standards within the organisation.
4. Advocating for and supporting work directed at the aims of the Victorian Network of Smokefree Healthcare Services in accordance with the [Global Network concept and strategic plan 2015-2018](http://smokefreevictoria.com.au/static/uploads/files/2015-2018-ensh-global-strategy-wfawbllfkjpk.pdf)

**Hospital/healthcare service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: Fax:

Website:

**Primary contact:**

Job title:

Phone: Fax:

Email:

**Secondary contact:**

Job title:

Phone: Fax:

Email:

Do you have a multidisciplinary working group to support ongoing action with respect to smoking and tobacco control?

⬜ Yes ⬜ No

Please comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information and resources:**

Please indicate if your health service has the following documentation to support the implementation of the Global Standards and please attach (where applicable) with you initial audit and action plan. *N.B. These will be included on the member resource centre of the smokefreevictoria website to view by members only – see overleaf:*

Resources shared via the member-only Resource Centre are subject to the copyright of the individual service. They are shared on this site for use by individual VNSHS member health services in forwarding the implementation of their smokefree policies. Any other use requires direct permission from the copyright owner. In sharing the resources on this site VNSHS requires that users of the member-only site do not republish, sell, use in public, reproduce, duplicate, copy, exploit for economical purposes, edit or modify any of the material without specific permission.

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| **The Global Standards** | **Examples of supporting resources (tick all that apply)** |
| **Standard 1: Governance and Commitment**  The healthcare organisation has clear and strong leadership to systematically implement a tobacco-free policy. | General smokefree policy  Smokefree working group/committee TOR  Smokefree related position descriptions |
| **Standard 2: Communication**  The healthcare organization has a comprehensive communication strategy to support awareness and implementation of the tobacco-free policy and tobacco cessation services | Communication about smokefree policy e.g. patient/ staff flyers or brochures  Staff Induction manuals/booklets |
| **Standard 3: Education and Training**  The healthcare organisation ensures appropriate education and training for clinical and nonclinical staff. | Examples of available internal training programs |
| **Standard 4: Identification, Diagnosis and Tobacco Cessation Support**  The healthcare organisation identifies all tobacco users and provides appropriate care in line with international best practice and national standards. | General nicotine dependence guidelines  General nicotine dependence assessment forms  Area specific guidelines and/or procedures:  Residential Aged Care  Home visit risk  Surgical pre-admission  Pregnancy Care (Maternity)  Paediatrics  Mental Health |
| **Standard 5: Tobacco-free environment**  The healthcare organisation has strategies in place to achieve a tobacco-free campus. | Signage |
| **Standard 6: Healthy workplace**  The healthcare organisation has human resource management policies and support systems that protect and promote the health of all who work in the organisation. | Supporting smoke free policies (i.e. Employee Health & wellbeing policy) |
| **Standard 7: Community Engagement**  The healthcare organisation contributes to and promotes tobacco control/prevention in the local community according to the WHO FCTC and/or national public health strategy. | Health service website  Health service newsletter |
| **Standard 8: Monitoring and Evaluation**  The healthcare organisation monitors and evaluates the implementation of all the ENSH-Global standards at regular intervals. | Evaluations  Client/staff surveys |

**Hospital / Healthcare CEO**

I declare that our organisation is committed to implementing the aims of the Network and will actively work to implement smoke free policies and strategies.

Signature: Date:

Name (printed): Email:

Please return your completed Membership application with the following documentation:

1. Completed Self Audit and Action Plan
2. Supporting resources (as indicated above)

To the Victorian Network of Smokefree Healthcare Services:

Email: [smokefreevictoria@projecthealth.com.au](mailto:smokefreevictoria@projecthealth.com.au) / Fax: (03) 9428 4872

Post: PO Box 4138, Richmond VIC 3121

Confirmation of membership will be sent to you within 1-2 weeks of receiving your application. For more information regarding the Network, please contact the Coordinating Centre at 03 9429 6728 or email [smokefreevictoria@projecthealth.com.au](mailto:smokefreevictoria@projecthealth.com.au)

**We look forward to your involvement**!