

# Tackling Tobacco

## Data Collection and Monitoring

### The Tackling Tobacco program recommends:

- Assessing and recording all clients' smoking status at intake, discharge and periodically throughout their engagement with the organisation.
- At a minimum, annually auditing current data collection and monitoring processes to report against organisational targets and goals.

### Why is collecting data on tobacco use important?

- It paints a picture of tobacco use at your organisation that you can include in annual reports, grant applications and funding initiatives.
- It guides data driven decisions about policy, guidelines and practice regarding quit smoking support.
- It helps your organisation set goals to increase smoking cessation support and reduce tobacco use.
- It motivates staff to continue quality improvement activities.
- It helps share information to ensure continuity of care for clients

### What is the best way to record the data?

- Record data in an existing electronic software system.
- Record data in drop down fields, checkboxes or buttons rather than as free text. This makes it easier to review and report on over time!
- Record data for all clients and ensure 100% of client records are up to date.

### My organisation can't alter our existing data collection system, what could we do instead?

Try one of the following work arounds:

- Create an online survey using Survey Monkey or similar.
- Use an excel spreadsheet to collect tobacco use data.

Cancer Council NSW's Tackling Tobacco Team have survey and spreadsheet templates, get in touch today to find our more!

### What do you do with the data once it's collected?

Once you are collecting the right data, review:

- How many clients have up to date records?
- How many clients are missing tobacco use information from their records?
- How many of clients have received support to quit from your organisation?

Once you have reviewed the data:

- Share the review with your manager, team and even your clients.
- Set goals and measure progress within a given timeframe.
- Review regularly and share in team updates, quarterly reviews or annual reports!

An example of setting a goal could be: increasing the proportion of people who have been offered quit support from 25% to 50% in the next 6 months.



**Use visual reminders to identify clients who currently smoke and to prompt staff to fill out client records.**

### What else should we consider when collecting data?

- Don't forget to ask about e-cigarettes, waterpipe, cigars and cannabis mixed with tobacco.
- You can tailor the answer options for smoking cessation support offered based on the supports you routinely provide and any local options available.

### Need additional support?

Our Tackling Tobacco team are here to help. To speak to a member of our team, call 02 9334 1911 or email us at [tacklingtobacco@nswcc.org.au](mailto:tacklingtobacco@nswcc.org.au).

Alternatively, visit our [website](#) for further information on the Tackling Tobacco program.



Aboriginal Respect Symbol. Designed by Marcus Lee Design for Cancer Council NSW.



**Cancer Council**  
Tackling Tobacco

## What is the minimum data your organisation should collect on tobacco?

Indicator	Question	Answer Options
Smoking status	Which best describes your client's tobacco use?	<ul style="list-style-type: none"> <li>Smokes daily</li> <li>Smokes occasionally (last 30 days)</li> <li>Quit smoking</li> <li>Has never smoked</li> </ul>
Smoking cessation supports provided	Was brief advice given to the client?	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>
	Was Nicotine Replacement Therapy provided or access facilitated?	<ul style="list-style-type: none"> <li>NRT offered and accepted</li> <li>NRT offered and declined</li> </ul>
	If NRT was provided/facilitated, what type?	<ul style="list-style-type: none"> <li>Patches</li> <li>Lozenges</li> <li>Gum</li> <li>Inhaler</li> <li>Mouth Spray</li> </ul>
	Was a referral to a smoking cessation support service provided?	<ul style="list-style-type: none"> <li>Referral to NSW Quitline</li> <li>Referral to GP</li> <li>Referral offered and declined</li> </ul>

## What other data could you consider collecting?

If your organisation is able to, consider collecting some additional information about smoking and your clients to provide a more detailed picture of tobacco use.

Indicator	Question	Answer Options
Level of nicotine dependence	How many cigarettes does your client smoke per day?	<ul style="list-style-type: none"> <li>Less than 10</li> <li>1-20</li> <li>21-30</li> <li>31 or more</li> </ul>
	How soon after waking up does your client smoke?	<ul style="list-style-type: none"> <li>Within 5 minutes</li> <li>6-30 minutes</li> <li>31-60 minutes</li> <li>After 60 minutes</li> </ul>
	If your client has previously quit, did they experience withdrawals? (cravings, difficulty concentrating, frustration, restlessness, anxiety).	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>Unsure</li> </ul>
Carbon Monoxide Reading	PPM (parts per million reading)	<ul style="list-style-type: none"> <li>Numerical data (e.g. 12 PPM)</li> </ul>
E-cigarette/Vape use	Which best describes your client's e-cigarette/vape use?	<ul style="list-style-type: none"> <li>Daily e-cigarette/vape use</li> <li>Occasional e-cigarette/vape use (last 30 days)</li> <li>Quit e-cigarette/vape use</li> <li>Never used e-cigarette/vape</li> </ul>