

VNSHS “GOLD FORUM” FORUM

Activity - Standard 1.3.2

What does it mean to assign accountability at all levels and for all aspects of policy implementation?

- Consider for your organisation how responsibility is allocated for the various aspects of implementation and how / where accountability is identified (e.g. in policy, plans, job descriptions etc)
- Discuss how this might vary compared to other services represented around your table and why.
- The list is not necessarily comprehensive. What other areas / tasks have you assigned in your organisation?
- Are there any areas where accountability might not be adequately assigned? Are there levels of the organisation where accountabilities might not be allocated?

Smokefree Accountabilities

Area of implementation	Who / what position(s) are responsible?	How / where is this accountability assigned?
Governance & monitoring		
Policy development		
Clinical guideline development		
Forms development		
Local procedure development including at various departments / sites		
Overall Smokefree implementation plan development and monitoring		
Resourcing of smokefree initiatives		
Communication		
Internal communication to staff		
Internal communication to patients and visitors		
Communication with the broader community		

Area of implementation	Who / what position(s) are responsible?	How / where is this accountability assigned?
Education		
Staff induction		
Non-clinical staff training		
Clinical staff training		
Clinical care for patients		
Development of systems to support identification of smokers and their management		
Delivery of clinical care in line with guidelines		
Managing/facilitating access to external smokefree services		
Management of NRT supply		
Tobacco free environment		
Smokefree signage		

Area of implementation	Who / what position(s) are responsible?	How / where is this accountability assigned?
Monitoring / enforcing of smokefree environment		
Environmental management including litter etc		
Managing of complaints and incidents		
Healthy workplace		
Staff health promotion		
Provision of clinical care for staff		
Community engagement		
Engagement with community partners		