

***ENSH process of the
Gold level submission
criteria and awarding.***

***On behalf of the
European Network Smoke/Tobacco Free Healthservices ENSH***

October 2009

<http://www.ensh.eu>

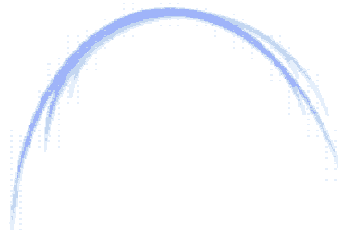


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The Gold Level award requires evidence of full implementation of the following criteria:

- 3.1. Commitment
- 3.2. Communication
- 3.3. Education and Training
- 3.4. Identification and Cessation Support
- 3.5. Tobacco Control
- 3.6. Environment
- 3.7. Healthy Workplace
- 3.8. Health Promotion
- 3.9. Compliance Monitoring
- 3.10. Policy Implementation

1. Introduction

This process has been developed as part of the certification process of the European Network for Smoke/Tobacco - free Healthcare Services (ENSH): Candidates for the ENSH Gold Level Award will be accepted from all National Tobacco Free (ENSH) or Health Promoting Hospitals and Health services (HPH) Networks even those that do not use the certificate process as long as the criteria and procedure for ENSH Gold Level Award has been adhered to.

The ENSH Gold Level Award process aims to provide clear guidelines on the criteria and procedure for attaining the ENSH Gold Level Award. It also seeks to:

- Provide all the requirements and procedure that hospitals should follow in order to reach the highest awarding level,
- Generate a motivation means for tobacco free hospitals to maintain a high level of tobacco free policy and strengthen their efforts towards a tobacco free environment
- Create a model to be adopted with regard to the highest level of implementation of a tobacco free policy. This model could be adapted in any public or private environment or area,
- Provide a monitoring process in order to maintain a complete tobacco free environment inside and outside the health care institution authority,
- Serve as an inspiration to health care facilities interested in the concept,
- Serve as a means of recognition towards the long time efforts and strong commitment of health institutions
- Support tobacco free environment legislation and assist national networks, who seek to implement a tobacco free health services policy and benefit from the ENSH experience, concept and implementation tools in the implementation of a national tobacco free hospital policy.
- Demonstrate that this goal is feasible through the collaborative achievement of all key elements by stakeholders within the health care institution!

2. The Gold level awarding procedure

a) Healthcare institution level

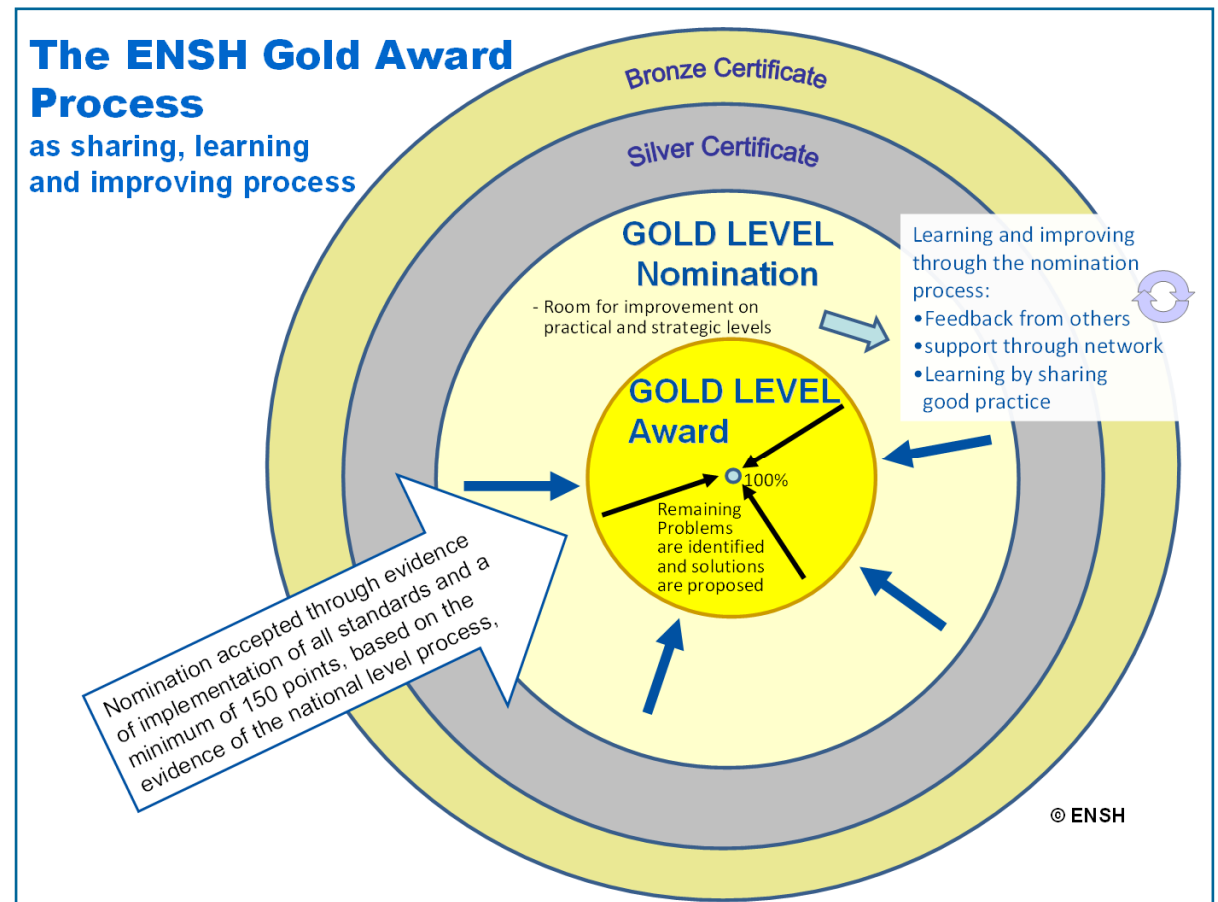
In order to seek nomination for the gold level award, a health care institution needs to have reached a high level of implementation of the ENSH Standards (minimum score of 150 points on the ENSH audit survey), be able to provide evidence in support of implementation and be prepared to demonstrate sustainability. The institution must then apply for nomination through an established national validation process.

- The undertaking of an internal audit by the healthcare prior to completing the ENSH audit survey is highly recommended. See ENSH website www.ensh.eu for an example of an internal audit used within the Irish HPH Network

b) National level

Network Coordinators have responsibility for nominating candidate healthcare institutions for the gold level award. In order to submit a candidate to the ENSH Coordinating Centre for the Gold Level Award, the **network coordinator must through a national process** have verified and validated that the healthcare institution has fulfilled the criteria and can provide evidence if requested to support nomination for the ENSH Gold Level Award prior to submitting a candidate to the ENSH Coordinating Centre

- An interactive peer review learning and sharing verification and validation national process is highly recommended. See ENSH website – www.ensh.eu for an example of the national process in use within the German Smoke/Tobacco Free Network



c) European level

The ENSH scientific committee will first examine the national process to ascertain the validity of the national process to verify the hospital's nomination. If the national evaluation procedure used is approved by the ENSH scientific committee, then they will proceed to examine the hospital's candidature. The European validation process is outlined in detail below and the successful applicants whose nominations have been accepted will be invited to present at the annual ENSH Award Event and will achieve either the ENSH Gold Level Award or a Gold Level Nomination certificate

EUROPEAN VALIDATION PROCESS:

Time frame of Processing and Awarding Procedure

Step 1:	October 2009
Submission of Candidatures	Network coordinators should inform their members of the ENSH Gold level award, the submission criteria, process and the deadline of submission and ask those who have fulfilled these criteria (on the basis of the 2009 audit results) to participate.
December 2009	<ul style="list-style-type: none">➤ Network Coordinator The network coordinators must describe their national validation process "Form A" (see annexes).and present their comments on their candidate (Form B). Deadline for return Form A by network coordinators: 1st December 2009
January 2010	<ul style="list-style-type: none">➤ Candidate Healthcare organisation The candidate(s) hospital(s) or healthcare organization(s) must fill in the" Form B" (see annexes). Optionally, they could also fill in and send a presentation using a standardized ppt format on the basis of the ENSH standards (will be sent to candidates on request). The deadline for submission of the candidature is 8th of January 2010. Consequently, the 2 forms must be sent to the ENSH Coordination Center by the 8 TH of January. (Form A & B : mandatory, to be sent by the network coordinator and ppt presentation : optional, by the candidate hospital) Deadline for return of Form A & B by network coordinators: 8th January 2010

<p>Step 2: Examination of candidatures from Jury</p> <p>February 2010</p>	<p>The ENSH scientific jury will first examine the national process to ascertain the validity of the national process to verify the hospital's nomination. If the national evaluation procedure used is approved by the jury, then they will proceed to examine how the candidature has fully implemented the ENSH standards and the level and quality of the evidence declared available in support of full implementation. When the Jury is convinced that the candidate healthcare institution has addressed the whole standards and is in a position, if required, to provide evidence of implementation and future plans for sustainability, then the healthcare institution's nomination for ENSH Gold Award will be confirmed. Consensus of the Jury will be reached through the organisation of a meeting or a skype call conference.</p> <p>Candidates will receive notification of acceptance of nomination on: 21st February 2010</p> <p>Successful Nomination, is like an "Oscar Nominations" – it indicates a high level of achievement</p> <p>For the follow up and further examination of the candidature, three Jury referees per candidature will be defined. The nominees will be asked to participate in the ENSH Gold level award event, in Manchester, 14th of April of 2010.</p>
<p>Step 3: If needed, further examination of candidature from theirs defined Jury referees.</p> <p>Mars – April 2010</p>	<p>The Jury referees may find that some points are still unclear and further communication is required either directly with the Network Coordinator or through the Network Coordinator to the candidate health institution. This will initial be undertaken by email and finally followed up by a short telephone interview arrange by appointment between the Jury referees and either the Network Coordinator or a relevant spokesperson for the candidate healthcare institution.</p> <p><i>While, the official language for the ENSH award process is English, where possible at this point the interview may be conducted in the native language.</i></p>
<p>Step 4 Award Procedure</p> <p>April 2010</p>	<p>The ENSH Gold award event will take place in the frame of the International Conference of Health Promoting Hospitals and Health Service, in Manchester, UK on 14th of April 2010. Nominees may also be requested to present within a dedicated ENSH workshop within the International HPH Conference. The invited nominees will be asked to present in a specific workshop using a standardised ppt template based on the ENSH Standards that each nominee will be sent. The aim of this workshop is to create a learning and sharing environment for all participants – nominees, network coordinators, other healthcare institutions, fellow colleagues and interested workshop participants. Following this the award status will be announced. Nominees will either receive the ENSH Gold level Award or Nomination Certificate. Nomination certificates recognise the high level of implemented achieved and encourages further efforts.</p>

NATIONAL VALITATION PROCESS

The national coordinator **needs to be convinced** that the nominated hospital or healthcare organization really has achieved a high level of implementation of each of the ENSH Standards:

- The first indicator is at least 150 points in the self audit. You may ask yourself – and the international Jury will ask later – what exactly do they mean with “high level implemented”?
- To gain a deeper insight you may find it helpful to request a structured report from the hospital – and it is also helpful for the hospital to have a structured plan on how to apply for the Gold Level Award. And last but not least – it will help the Jury to get a good overview. You will find such a form in these guidelines. **Form B** – This report form suggests how the applicant hospital or healthcare organization can show evidence that of the measures and whole implementation process used to achieve the high level of the ENSH standards.

Please feel free to adapt it to your situation and improve it – with the aim to help the Jury to understand and have proof that the results are of a “Gold level”.

The significance of written reports is in some cases limited. Some points are maybe still unclear and leave you with open questions. A comprehensive impression of the implementation level is possible with a personal report or an observation visit along with discussion with the management and working group. This gives you also the opportunity to add comments from an expert perspective to support the nomination.

The Jury need you (**national coordinator**) **as a partner** and need to understand how you gained insight into the implementation process of the candidate, how you clarified open questions and how you verified the reliability of the evidence of the reported results. **This is the function of the National Validation Process – Form A.** The better and more transparent your process is the quicker and clearer the ENSH Jury decision will be – and the more “good practice” will be shared within the ENSH. Thank you!