

Steps to organising practice data

Step 1: Conduct a general data management health check

| Yes | No | Unsure | Action/Comment |
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1.1: Check if you are systematically performing basic clean up functions, e.g.:

- Deactivating deceased or inactive patients
- checking for missing dates of birth or gender
- merging duplicate patient files.

1.2: Conduct any of the overlooked functions above.

1.3: Implement routine data cleansing into policies and procedures.

Step 2: Ensure systems are updated and ready to support the practice

| Yes | No | Unsure | Action/Comment |
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2.1: Use a clinical audit tool (E.g., PenCS CAT4 or POLAR).

2.2: Regularly update software.

2.3: Speak to your PHN representative if you do not have PenCS or POLAR software to arrange installation (free of charge).

2.4: Ensure the practice provides smoking cessation advice according to the clinical guidelines: [RACGP Supporting smoking cessation: a guide for health professionals](#).

Step 3: Review practice data

| Yes | No | Unsure | Action/Comment |
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3.1: Identify patients who do not have a smoking status recorded and set reminder for patients with missing status.

| Step 3: Review practice data | Yes | No | Unsure | Action/Comment |
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3.2: Utilise recall and reminder systems for annual health assessments.

3.3: Identify priority populations groups who may require targeted smoking cessation efforts, e.g. Aboriginal people, pregnant women.

| Step 4: Incorporated smoking cessation into all patient care and record in software | Yes | No | Unsure | Action/Comment |
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4.1: Utilise appropriate tools 3As when discussing smoking status and update patient record.

4.2: Ensure smoking status is discussed in all chronic disease discussions and update in patient record.

4.3: Incorporate smoking status in all screening checks and health assessments, e.g. 45-49 year old, GPMP, TCA, 715, AUSDRISK, Heart Health Check.

4.4: Utilise dashboard reports (available from PHN) to identify smoking rates and priority areas, groups or populations.

4.5: Provide easy-to-read, plain English information about smoking cessation. See [iCanQuit](#)

4.6: Display smoking cessation promotional materials that reflect your patients, e.g. people from diverse backgrounds, people living with disability.

4.7: Use [teach-back](#) methods to confirm understanding.

Adapted from CINSW Cancer Screening Toolkit & HNECC PHN's Smoking Cessation QI Toolkit Readiness Checklist