

# SAMPLE POLICY FOR Dental Offices

## Minimal Contact Policy- 5As Intervention

Policy #: 00

Date Effective: DATE

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### **Policy Statement**

*“All staff involved in client assessment and treatment from **XXX office** is required to query and document tobacco use and cessation interventions using the minimal contact intervention for tobacco cessation 5 As: Ask, Advise, Assess, Assist, and Arrange.”*

### **Definitions**

**Tobacco Products:** include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, herbal cigarettes or contraband tobacco products.

**5 A Model of Minimal Contact Tobacco Intervention:** evidence-based approach to tobacco intervention that is advocated in many clinical best practice guidelines, designed to be implemented in less than three minutes. The 5 A Model consists of Ask, Advise, Assess, Assist and Arrange.

**Ask:** Tobacco use status in the last six months is identified and documented for every client during every clinic visit.

**Advise:** Every tobacco user is advised of the importance of quitting tobacco using a clear, strong, personalized and non-judgmental message.

**Assess:** Every tobacco user should be asked their intentions regarding quitting based on Prochaska's Stages of Change (Pre-contemplation, Contemplation, Preparation, Action, Maintenance, Relapse).

**Assist:** Tobacco users are assisted with brief counselling and education that is tailored to the client's interest in quitting tobacco use.

**Arrange:** Tobacco users are offered follow-up tobacco cessation support through the Smokers' Helpline.

### **Policy Application**

*This policy applies to the following staff of **XX X office**: dental assistants, dental hygienists and dentists.*

### **Operating Details**

All staff are required to use the 5As intervention of tobacco assessment and counselling for all clients at **XXX** office.

**ASK:** All staff are required to determine tobacco use status at each client visit asking the question “Have you used any form of tobacco products in the past 6 months?” Staff are required to complete and document the tobacco use questions on the **XXX** documentation form (i.e. client chart). All staff are required to complete the 5 As intervention with all clients who indicate they are tobacco users.

**ADVISE:** All staff are required to provide clients with the advice to quit in a strong, personalized, non-judgemental message and to document whether or not this advice was given on **XXX** documentation form (i.e. client chart).

Policy developed by/In consultation with: \_\_\_\_\_ Approved By: \_\_\_\_\_ on \_\_\_\_\_

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**ASSESS:** All staff are required to assess the client's intentions to quit by completing the assessment questions on *5A Tobacco Use Intervention* card and document (i.e. client chart). The staff member must ask for the client's permission to precede with the assessment questions. If the client declines, the clinician documents this and does not proceed to complete the 5 As intervention.

**ASSIST:** Staff will provide interested clients with self-help quit materials (see references below). Staff will assist all tobacco users in quitting by building motivation to change (see decision balance tool on *5A Tobacco Use Intervention* card) and by helping the client make a quit plan.

**ARRANGE:** All staff will discuss quit supports with all interested clients and initiate follow-up and document on **XXX** documentation form (i.e. client chart):

1. Staff will discuss quit supports with the client and provide Smokers' Helpline materials.
2. Staff will ask clients if they would like Smokers' Helpline to call them directly. If the client consents to this service, the staff or student will complete a **Smokers' Helpline Quit Connection Referral Form**. The client will sign and date the form. Staff will fax the form the same day.
3. A staff member will be designated to ensure the supply of Smokers' Helpline quit materials and **Quit Connection Forms** are available and restock as needed.

### **Policy monitoring/evaluation**

Once the policy has been implemented, documentation audits will be completed by the designated staff person within 3-6 months of the policy implementation date to determine smoking prevalence, staff compliance with 5A intervention implementation, quit materials provided and referrals to **Smokers' Helpline Quit Connection**. Documentation audits will be repeated as needed.

### **Training/continuing education**

Staff will be trained in the 5As – Minimal Contact Intervention with support from the local Public Health Unit and Smokers' Helpline.

### **References:**

For the clinician:

For free materials including *5A Tobacco Use Intervention* card and training on the 5As including information from the Canadian Dental Health Association [www.youcanmakeithappen.ca](http://www.youcanmakeithappen.ca)

Smokers' Helpline Quit Connection Referral Form  
[www.smokershelpline.ca/refer/](http://www.smokershelpline.ca/refer/)

For tobacco users:

Self-help quit materials; and online, text and phone support at [www.smokershelpline.ca](http://www.smokershelpline.ca) or 1-877-513-5333

ODHA Oral Health Information Sheet  
[www.odha.on.ca/PDFs/facts-5.pdf](http://www.odha.on.ca/PDFs/facts-5.pdf)

Policy developed by/In consultation with: \_\_\_\_\_ Approved By: \_\_\_\_\_ on \_\_\_\_\_