

## Guidance on completing the NHS Digital Form

The NHS Digital data from all organisations is collated and forms part of the quarterly submission for Southampton City which contributes to the national collection of all smoking cessation data in England. This data informs future smoking cessation work and funding both locally & nationally. Please note that any data submitted outside of the NHS Digital Reporting Form will not be recognised. Please send completed forms to [southampton.smokefreesolutions@nhs.net](mailto:southampton.smokefreesolutions@nhs.net) – you will be informed when you need to do this.

You only need to complete Part 1 A-H under the Data tab.

Please complete Part 1 by entering data into all white cells except for the ‘Reason for exception’ fields.

When the number is zero please enter ‘0’

Please ensure your data matches the following:

- If a person has more than one quit per quarter, the details of each attempt should be recorded on the form.
- Pregnant women should be included in all sections of the form, only being separately identified in Part 1c
- The number of people quitting cannot exceed the number setting a quit date. Outlying self-reported quits will generate a warning in column K\*

\*Self-reported quit rates are expected to be between 35% and 70%, where the number of people setting a quit date is 20 or more. A rate outside this range will generate a warning in column K.

### Part 1A: Number of people setting a quit date and successful quitters by ethnic category and gender

This is the ethnicity as specified by the person

### Part 1B: Number of people setting a quit date by age, gender, and outcome at 4-week follow-up

Part 1B: Number of people setting a quit date by age <sup>1</sup> , gender <sup>2</sup> and outcome <sup>3</sup> at 4 week follow-up														
	(7)	(8)	(9)	(10)	(11)	(12)								
	All ages	Under 18	18-34	35-44	45-59	60 and over								
<b>Males</b>							<b>Females</b>							
Total number setting a quit date in the quarter	0	0	0	0	0	0	Total number setting a quit date in the quarter	0	0	0	0	0	0	0
Number who had successfully quit (self-report)	0						Number who had successfully quit (self-report)	0						
Number who had not quit (self-report)	0						Number who had not quit (self-report)	0						
Number not known/lost to follow-up	0						Number not known/lost to follow-up	0						
Number who had successfully quit (self-report), where non-smoking status confirmed by CO validation	0						Number who had successfully quit (self-report), where non-smoking status confirmed by CO validation	0						

Definitions\*:

\*As per Russell Standard ([www.ncsct.co.uk/usr/pub/assessing-smoking-cessation-performance-in-nhs-stop-smoking-services-the-russell-standard-clinical.pdf](http://www.ncsct.co.uk/usr/pub/assessing-smoking-cessation-performance-in-nhs-stop-smoking-services-the-russell-standard-clinical.pdf))

- **Self-reported four-week quitter**  
A treated smoker who reports not smoking for at least days 15–28 of a quit attempt and is followed up 28 days from their quit date (-3 or +14 days).
- **CO-verified four-week quitter**  
A treated smoker who reports not smoking for at least days 15–28 of a quit attempt and whose CO reading is assessed 28 days from their quit date (-3 or +14 days) and is less than

10 ppm. CO verification should be conducted face to face and carried out in at least 85% of self-reported four-week quitters.

- **Lost to follow-up (LTFU)**

A treated smoker who cannot be contacted face to face, via telephone, email, letter or text following three attempts to contact them at different times of day, at four weeks from their quit date (or within 25 to 42 days of the quit date). The four-week outcome for this client is unknown and should therefore be recorded as LTFU on the monitoring form.

**Part 1C: Number of pregnant women setting a quit date and outcome at 4 week follow-up**

Part 1C: Number of pregnant women<sup>1</sup> setting a quit date and outcome<sup>2</sup> at 4 week follow-up  
(19)

Number	
Total number setting a quit date in the quarter	0
Number who had successfully quit (self-report)	
Number who had not quit (self-report)	
Number not known/lost to follow-up	
Number who had successfully quit (self-report), where non-smoking status confirmed by CO validation	

← We can record here if pregnant at time of quit date

**Part 1D: Number of people setting a quit date and successful quitters receiving free prescriptions**

Part 1D Number of people setting a quit date and successful quitters<sup>1</sup> receiving free prescriptions<sup>2</sup>  
(20) (21)

	Number setting a quit date	Number successfully quit
Number eligible who received free prescriptions		

**Part 1E: Number of people setting a quit date and successful quitters by socio-economic classification**

Part 1E: Number of people setting a quit date and successful quitters<sup>1</sup> by socio-economic classification<sup>2</sup>  
(22) (23)

	Number setting a quit date	Number successfully quit
40 Number of full time students		
41 Number who have never worked or unemployed for over 1 year		
42 Number who have retired		
43 Number sick/disabled and unable to return to work		
44 Number of home carers (unpaid) <sup>1</sup>		
45 Number in managerial and professional occupations <sup>2</sup>		
46 Number in intermediate occupations <sup>3</sup>		
47 Number in Routine and manual occupations <sup>4</sup>		
48 Number in prison		
49 Unable to code		
50 Total number of people setting a quit date and successful quitters during the quarter	0	0

**Home carers (unpaid):** looking after children, family or home.

**Managerial and professional occupations:** accountant, artist, civil/mechanical engineer, medical practitioner, musician, nurse, police officer (sergeant or above), physiotherapist, scientist, social worker, software engineer, solicitor, teacher, welfare officer. Those usually responsible for planning, organising and co-ordinating work for finance.

**Intermediate occupations:** call centre agent, clerical worker, nursery auxiliary, office clerk, secretary.

**Routine and manual occupations:** electrician, fitter, gardener, inspector, plumber, printer, train driver, tool maker, bar staff, caretaker, catering assistant, cleaner, farm worker, HGV driver, labourer, machine operative, messenger, packer, porter, postal worker, receptionist, sales assistant, security guard, sewing machinist, van driver, waiter/waitress.

Please see:

[https://webarchive.nationalarchives.gov.uk/ukgwa/20150905035103/http://www.ons.gov.uk/ons/dcp14858\\_179140.xml](https://webarchive.nationalarchives.gov.uk/ukgwa/20150905035103/http://www.ons.gov.uk/ons/dcp14858_179140.xml) for more information.

**Part 1F: Number of people setting a quit date and successful quitters by pharmacotherapy treatment type received during their quit attempt**

**Licensed nicotine containing product**

Any product containing nicotine that has received a license from the Medicines and Healthcare products Regulatory Agency (MHRA) for use as an aid to cessation. This applies to all products currently defined as nicotine replacement therapies (NRTs)

**Unlicensed nicotine containing product**

Any product containing nicotine that has not received a license from the MHRA for use as an aid to cessation. It is expected that this term will mainly cover the use of unlicensed electronic cigarettes.

**Licensed medication**

Any medicine that has received a license from the MHRA and includes NRT, varenicline and bupropion.

**Part 1G: Number of people setting a quit date and successful quitters by intervention type**

Part 1G: Number of people setting a quit date and successful quitters by intervention type

	(26) Number setting a quit date	(27) Number successfully quit
Number who attended closed groups (Structured, multi-session group courses with pre-arranged start and finish dates and a pre booked client group)		
Number who attended open groups (sometimes called rolling groups) that have fluctuating membership and are ongoing		
Number who attended drop-in clinics (multi-session support)		
Number who attended one to ones (structured, multi-session support)		
Number who attended family/ couples groups (structured, multi-session support for small family groups or couples)		
Number dealt with through telephone support sessions		

← How the intervention took place: individual, group, telephone support

**Part 1H: Number of people setting a quit date and successful quitters by intervention setting**

Part 1H: Number of people setting a quit date and successful quitters by intervention setting

	(29) Number setting a quit date	(30) Number successfully quit
Community setting <i>Any community setting that is not described by any of the options below including where the intervention is delivered in the clients own home.</i>		
Community psychiatric setting <i>Any primary care, psychiatric setting that is not described by any of the options below including where the intervention is delivered in the clients own home.</i>		
Hospital setting <i>Any treatment delivered in a secondary care setting, be this inpatient, outpatient, ward or clinic.</i>		
Psychiatric hospital setting <i>Any treatment delivered in a psychiatric</i>		

← This is the setting where the intervention has taken place

To get recognition for the smoking cessation work in your PCN it is essential that all fields are completed.

Please contact the Southampton Smokefree Solutions team if you require further support:

- email: [southampton.smokefreesolutions@nhs.net](mailto:southampton.smokefreesolutions@nhs.net)
- Tel: 0800 999 1485