

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. Preventive Medicine Services Division/Medical Department/SAMSO

ISSUE DATE  
03/02/2011  
REPLACES  
NEW

SUBJECT Saudi Aramco Smoking Cessation Program

APPROVAL  
AFK  
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1 of 11**CONTENT:**

This document describes the purpose, policies and procedures of the Saudi Aramco Smoking Cessation Program.

**I. DEFINITIONS:**

1. Saudi Aramco Smoking Cessation Program is a multi-disciplinary program aimed at encouraging and assisting individuals who use tobacco to quit as well as protecting the health & well being of the Saudi Aramco community at large.
2. Tobacco Dependence Treatment Specialist (TTS) is a Health Promotion Unit (HPU) staff member who has received either an out of kingdom or in-house TTS Certification. The TTS training provides staff with the knowledge and skills necessary to effectively carry out evidence based tobacco dependence treatment.
3. SAMSO smoking cessation clinics are smoking cessation clinics based in SAMSO facilities. The clinics are staffed by HPU staff certified as TTS. The TTS conduct physiological and psychological assessments and offer motivational interviewing; behavioral therapy in the form of group and individual consultations and pharmacotherapy. Clinic provision is governed by MSP-126.
4. Saudi Aramco Workplace Smoking Cessation Program is a proactive, onsite and sustainable program co-implemented by the proponent at the employees workplace to ensure accessible smoking cessation support is offered to employees and contractors at all company locations. It is applied through train the trainer model and includes presentations, workshops, SAMSO smoking cessation clinics, corporate departmental onsite clinics, quit & win competitions, annual thematic events, and tobacco control related policies and interventions.
5. Training of Trainer Model is implemented through a 2 day Smoking Cessation Facilitator (SCF) Training (SCFT) course and includes the training of nominated employees (peers) by TTS. The trained SCF will then be responsible for promoting, coordinating, implementing and evaluating smoking cessation related activities and policies within their workplace.
6. Corporate departmental onsite clinics are clinics which are set up within the corporate workplaces by the HPU TTS with the assistance of the Smoking Cessation Facilitators. The onsite clinics offer physiological and psychological assessments, brief counseling, pharmacotherapy and program promotion to drop in employees.
7. Pharmacotherapy consist mainly of nicotine replacement therapy (NRT). NRT delivers a constant supply of nicotine to the body to alleviate withdrawal symptoms without exposure to harmful chemicals in tobacco products. The NRT can only be supplied to patients through the TTS during the SAMSO clinics or onsite clinics at half cost deduction.
8. Cost Deduction is the payment mechanism used by program participants to purchase nicotine replacement therapy from the program. Program participants eligible and wanting to use nicotine replacement therapy have to sign a cost deduction form which stipulates that for each box of nicotine replacement therapy purchased from the program, half of its market cost will be deducted from the participant's or employee's salary. This is not applicable to contractor employees, who will be advised to purchase their own nicotine replacement therapy from local pharmacies.
9. Client The target population eligible for the program is all Saudi Aramco employees and their dependents company-wide as well as contractors.
10. Quit & Win competitions are internationally acclaimed smoking cessation contests which promote an atmosphere of competition and reinforcement. Such competitions have been found to be a practical and cost efficient method to reduce tobacco use prevalence among the target population therefore also decreasing environmental tobacco smoke. The requirement is that smokers quit smoking by a certain date to be eligible to win a prize.

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2 of 11**II. PURPOSE:**

1. To provide guidance to Saudi Aramco Organizations/Departments requesting the development of a Saudi Aramco Smoking Cessation Program.
2. To ensure implementation of a standardized and evidence based Saudi Aramco Smoking Cessation Program across the company.
3. To encourage and to assist employees and contractors who use tobacco to quit.
4. To ensure that onsite, proactive and sustainable, adequate and accessible support is offered to employees and contractors who want to quit at all company locations.
5. To ensure that Saudi Aramco promotes a smoke-free environment.

**III. GENERAL POLICES:**

1. Health Promotion Unit, PMSD will develop, manage, train, coordinate and evaluate the Saudi Aramco Smoking Cessation Program.
2. Corporate Departments requesting the development of a Workplace Smoking Cessation Program will be responsible for budgeting and implementing a departmental smoking cessation program by integrating it into the annual operational plan and health & safety vision.
3. The SAMSO Smoking Cessation Clinics will be governed by MSP-126.
4. All employees and contractors are eligible to seek assistance.
5. Pharmacotherapy is available through cost deduction through signing a billing authorization form.

**IV. RESPONSIBILITIES AND PROCEDURES.****1. Requesting Organization****a. Department/Division Head shall**

- i. Submit Smoking Cessation Program Request Form to Chief, PMSD by June 30 of the fiscal year (*Attachment A: Saudi Aramco Smoking Cessation Program Request Form*).
- ii. Attend with respective unit supervisors the Signature Marketing Presentation delivered by Overall Smoking Cessation Program Coordinator (OSCPC).
- iii. Ensure integration of Workplace Smoking Cessation Program into Operational Plan and Health & Safety Requirements.
- iv. Allocate Smoking Cessation Program Budget & Resources (*Attachment B: Saudi Aramco Smoking Cessation Program Budget and Resources*).
- v. Assign one Departmental Overall Coordinator (DOC) and one back-up who meet requirements (*Attachment C: Departmental Overall Coordinator & Smoking Cessation Facilitator Requirements*).
- vi. Nominate Smoking Cessation Facilitators (SCF) (1/ 100 employees) and ensure that at least one employee per shift is a trained SCF. (*Attachment C: DOC & SCF Requirements*).
- vii. Encourage SCF activities
- viii. Encourage employee involvement in the program
- ix. Review & action annual progress report

**b. Supervisor shall**

- i. Attend the Signature Marketing Presentation delivered by the OSCPC
- ii. Manage budget and resources (*Attachment B: Saudi Aramco Smoking Cessation Program Budget and Resources*).
- iii. Ensure provision of the smoking cessation program on a sustainable continuous basis.
- iv. Encourage SCF activities.
- v. Encourage employee involvement in the program.
- vi. Review & action annual progress report

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3 of 11**c. Departmental Overall Coordinator (DOC) shall**

- i. Meet the minimum requirements (*Attachment C: Departmental Overall Coordinator and Smoking Cessation Facilitator Requirements*).
- ii. Be trained as a Smoking Cessation Facilitator
- iii. Communicate directly with OSCPC
- iv. Oversee needs of Workplace Smoking Cessation Program
- v. Ensure resources are supplied
- vi. Function as a SCF
- vii. Coordinate the logistics for the SCF activities
- viii. Collect activity records from SCFs & channel to OSCPC

**d. Smoking Cessation Facilitator shall**

- i. Meet the minimum requirements (*Attachment C: Departmental Overall Coordinator & Smoking Cessation Facilitator Requirements*).
- ii. Commit at least two hours per week towards a smoking cessation activity as per time line (*Attachment D: departmental onsite program requirements, time line and SCF activities*).
- iii. Communicate needs to DOC

**e. Employees shall**

- i. Request assistance as needed by contacting their appointed SCF.
- ii. Complete the registration application (*Attachment E: Saudi Aramco Smoking Cessation Program Registration Form*)
- iii. Sign the billing authorization form for cost deduction as needed

**2. PMSD chief shall:**

- a. Receive formal written request for SAWSCP
- b. Direct requests to supervisor of HPU
- c. Allocate SASCP budget and resources

**3. Health Promotion Unit****a. Supervisor**

- i. Assume overall responsibility to respond to the industrial and community need for smoking cessation interventions and training through adequate manpower and materials
- ii. Assume responsibility to issue smoking cessation facilitator training certificates through the company
- iii. Assign an OSCPC
- iv. Assign personnel to the HPU Smoking Cessation Team
- v. Manage SASCP budget and resources
- vi. Channel formal written request to OSCPC

**b. Overall Smoking Cessation Program Coordinator shall**

- i. Be a qualified individual in the Health Promotion Unit, PMSD, SAMSO
- ii. Be certified as a Tobacco Dependence Treatment Specialist
- iii. Evaluate request & plan the launch of the program within a timeline of 1-2 business years per the established outline (*Attachment D: departmental onsite program requirements, time line and activities*)
- iv. Conduct the Signature Marketing presentation as needed to Department /Division Heads and Supervisors
- v. Communicate program needs to Department /Division Heads and Supervisors
- vi. Validate qualifications of nominated DOC and SCF
- vii. Conduct Smoking Cessation Facilitator Training and evaluation
- viii. Assist the Smoking Cessation Facilitators in setting up their programs

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- ix. Evaluate SCF monthly track records
- x. Liaise monthly with the DOCs
- xi. Evaluate the set program on an annual basis
- xii. Submit annual SCF and program progress reports to individual Department Heads, Admin Area and Business Line Heads as requested.
- xiii. Be available for trouble shooting as needed

**4. Smoking Cessation team in HPU shall:**

- a. Meet the minimum requirements (*Attachment C: DOC and SCF Requirements*)
- b. Manage assigned onsite clinics in terms of registration, data collection, data entry, continued follow and logistics
- c. Manage assigned activities

**5. Saudi Aramco Medical Services Organization shall**

- a. Offer the Smoking Cessation Clinics as governed by MSP 126.

**6. Vice Presidents and Sr. Vice Presidents shall**

- a. Encourage the Department Heads to request the launch of the program
- b. Monitor annual progress reports

**V. Attachments**

- 1. Attachment A: Saudi Aramco Smoking Cessation Program Request Form
- 2. Attachment B: Saudi Aramco Smoking Cessation Program Budget and Resources
- 3. Attachment C: Departmental Overall Coordinator and Smoking Cessation Facilitator Requirements
- 4. Attachment D: Departmental Onsite Program Requirements, Time Line and Activities
- 5. Attachment E: Saudi Aramco Smoking Cessation Program Registration Form
- 6. Attachment F: Smoking Cessation Facilitator Application

Recommended by: \_\_\_\_\_  
Chief, Preventive Medicine Services Division

Concurred by: \_\_\_\_\_  
Director, Medical Department

\_\_\_\_\_  
Executive Director, SAMSO

Approved by: \_\_\_\_\_  
Sr. Vice President, Industrial Relations

Date: \_\_\_\_\_

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Thank you for your interest in the Saudi Aramco Smoking Cessation Program. We look forward to working together in order to improve the health and productivity of your workforce.

This form is to request our team to present the concept and requirements of the Saudi Aramco Smoking Cessation Program to the Department Heads, Division Heads and Supervisors in order to acquire approval and support for developing this program at your worksite.

If you would like us to visit your worksite and present our proposal to you please fill out this form and send it to: Chief, Preventive Medicine Services Division, Bldg 553, Box 76, Dhahran.

Department Name: \_\_\_\_\_

Department Head Name and Signature: \_\_\_\_\_

Area/ Location of presentation: \_\_\_\_\_

Contact person within Department:

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Email: \_\_\_\_\_

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<b>Smoking Cessation Program Budget and Resources per 500 employees or less</b>			
<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b> \$	<b>Total Price</b> \$
Tanita Body Composition Analyzer	01	4,600	4,600
Automated Blood Pressure Machine	01	3000	3,000
CO Monitors	02	1,227	2,454
CO Mouthpieces	750	0.34	255
Lung Age Monitors	02	150	300
Lung Age mouthpieces	750	0.34	255
Quit Kits	500	5.3	2,650
Stress Balls	500	0.78	390
No Smoking Signs	N	200	
Incentives	N	200	
Award Ceremonies		50/person	
Space: Onsite clinic			

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1. Regular employee
2. Planning to stay in the departments for the next 5 years
3. Non or ex smoker
4. Fluent in spoken and written English
5. Willing to help other
6. Good communication skills
7. Willing to commit at least two hours per week involvement in smoking cessation activity
8. Complete the SCF application (Attachment F)

**Eligibility for passing:**

1. Attends the full 2 day course
2. Participates satisfactorily during the course
3. Pass the qualification exam

Activities as detailed in Attachment D: Departmental Onsite Program Requirements, Time Line and SCF Activities

**Annual Evaluation for recertification:**

1. Submit monthly tracking records
2. Pass annual exam

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<b>Departmental Onsite Clinic Time Line &amp; Details</b>			
	<b>Activity</b>	<b>Duration</b>	<b>Material &amp; Budget*</b>
Day 1	Signature Marketing Presentation. SCF shall coordinate &/or conduct the SMP targeted to upper and middle level management	60 minutes	none
+ 1-2 months	Smoking Cessation Facilitator Training. SCF shall: - Attend and pass SCFT - Forward monthly activity record To OSCPC	2 working days	none
+ 3 months	Site & Survey Assessment. SCF shall: - Coordinate dissemination of Health Survey as needed to department employees - Forward monthly activity record To OSCPC	1 month	Signs DSA Ashtrays
+ 3 months	Marketing. SCF shall: - Disseminate standard marketing messages - Forward monthly activity record To OSCPC	1 month	Electronic messages Sharek WebPages SMS Posters Banners & roll up stands PSA Success stories Announcements
+ 4 months	Registration. SCF shall: - Reserve space - Set up space - Market - Complete Registration forms - Assess CO, LA & BP - Enter Data into excel spread sheet - Forward excel spread sheet to OSCPC - Provide Brief counseling - Set up follow up appointments - Forward monthly activity record To OSCPC	1 month	CO monitor Lung age monitor Pediatric mouthpieces Adult mouthpieces Registration forms Quit kits Stress balls Pens NRT Room
+ 5 months	Ongoing onsite clinic. SCF shall: - Reserve space - Set up space - Market - Complete Registration forms - Assess CO, LA & BP - Enter Data into excel spread sheet - Forward excel spread sheet to OSCPC - Provide Brief counseling - Set up follow up appointments - Refer hard cases to SAMSO clinics - Forward monthly activity record To OSCPC	1 hour per site per week	Same as registration
+7, 10, 16, 22, 28, etc months,	Evaluation. SCF shall: - Reserve space - Set up space - Market - Complete Registration forms - Assess CO, LA & BP - Enter Data into excel spread sheet	1 hour per site per week	Same as registration

\* CHANGE

\*\* ADDITION

NEW INSTRUCTION ☐COMPLETE REVISION ☐



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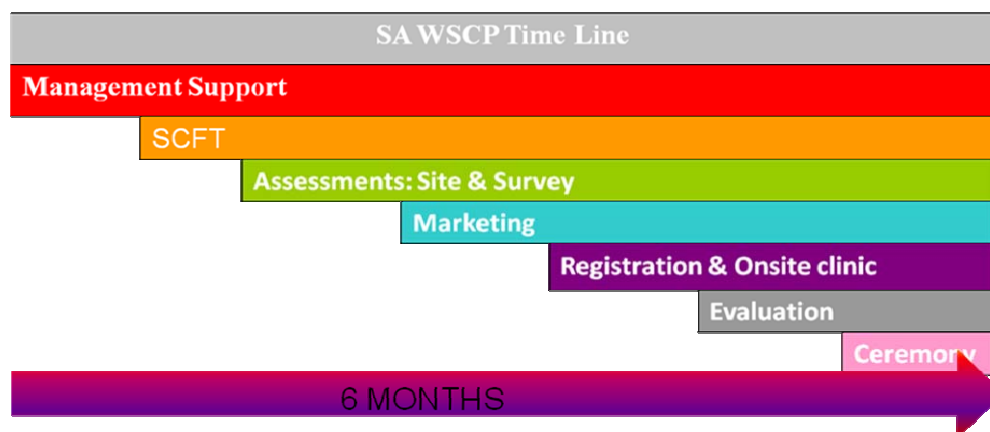
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	<ul style="list-style-type: none"> <li>- Forward excel spread sheet to OSCPC</li> <li>- Provide Brief counseling</li> <li>- Set up follow up appointments</li> <li>- Refer hard cases to SAMSO clinics</li> <li>- Forward monthly activity record To OSCPC</li> </ul>		
+7, 10, 16, 22, 28, etc months,	Ceremony. SCF shall: <ul style="list-style-type: none"> <li>- Agree on incentives program</li> <li>- Reserve space</li> <li>- Select quitters</li> <li>- Send out invitations</li> <li>- Invite upper &amp; middle management</li> <li>- Arrange catering</li> <li>- Purchase prizes</li> <li>- Arrange photography</li> <li>- Write article</li> <li>- Submit to Daily Sun or Qafilah</li> <li>- Forward monthly activity record To OSCPC</li> </ul>	Half day symposium	Incentives Certificates Trophies Luncheon

**In addition to the onsite clinics, SCF can run the following activities:**

1. **“No smoking days”**. No Smoking days: to promote no smoking for at least one day.
2. **On-site Workshops** are one to two hour workshops delivered at the workplace, during work hours or lunchtime. The aim of these workshops is to motivate and guide employees on how to quit smoking. Participants are supported by phone or email. This format is targeted at employees who cannot leave their workplace. A minimum of four attendees required.
3. **Campaigns and International Days**: Mobile campaigns targeting smokers and nonsmokers to increase awareness about effects of smoking and second hand smoking: May 31st, Ramdan, Women’s Health, Summer Programs, Upcoming annual campaigns



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151.112

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Date: \_\_\_\_\_

Department: \_\_\_\_\_

**DEMOGRAPHICS**

Name: \_\_\_\_\_

Badge #: \_\_\_\_\_

E-mail : \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: Male Female

**TOBACCO USE****Tobacco use includes the use of any form of tobacco including cigarettes, cigars, water pipe, pipes, chewing tobacco and snuff. Please read each of the following and indicate which best applies to you:**

- ☐ I currently use at least one form of tobacco and am not thinking about stopping  
☐ I currently use at least one form of tobacco and am thinking of stopping within the next six months  
☐ I currently use at least one form of tobacco and am thinking of stopping within the next month  
☐ I stopped using any form of tobacco less than six months ago (end)  
☐ I stopped using any form of tobacco more than six months ago (end)  
☐ I have never smoked (end)

**For each type of tobacco that you do use, can you please answer the questions below?**

	Type of Tobacco				
	Cigarettes	Water pipe, Shisha, muasal, gurak	Cigars	Pipes	Other, type: _____
On how many days of the week do you use:	____ days/week	____ days/week	____ days/week	____ days/week	____ days/week
How many do you usually use per day?	____ cigarettes/day	____ ras / day	____ cigars / day	____ pipes/ day	____ / day
Goal	<input type="radio"/> None <input type="radio"/> To Quit <input type="radio"/> To cut down to ____ cigs/day on ____ days/week	<input type="radio"/> None <input type="radio"/> To Quit <input type="radio"/> To cut down to ____ ras/day on ____ days/week	<input type="radio"/> None <input type="radio"/> To Quit <input type="radio"/> To cut down to ____ cigars/day on ____ days/week	<input type="radio"/> None <input type="radio"/> To Quit <input type="radio"/> To cut down to ____ pipes/day on ____ days/week	<input type="radio"/> None <input type="radio"/> To Quit <input type="radio"/> To cut down to ____ /day on ____ days/week

**ASSESSMENTS**

CO Reading	
Lung Life Reading	
Peak Flow Reading	
Nicotine Dependence Score	
Contraindications Status	<input type="radio"/> No contraindications found <input type="radio"/> At least one contraindication found

For more information &amp; resources on how to quit smoking or help a loved one quit, please visit our website:

<http://samso/rd/smoking.htm>SAMSO home <http://samso> > Healthy Living > Health Promotion > Links > Quit Smoking

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The Smoking Cessation Facilitator Training is a 2 day training course which covers Nicotine Dependence Treatment Theory and Practice. The course will contribute to our strategic objectives of preparing the workforce for the future by:

- a) enhancing work climate and
- b) developing employee competencies &
- c) encouraging development in the community

The course aims at:

- a) increasing your awareness and skills in assisting others to quit smoking
- b) increasing your awareness and skills in encouraging other to quit smoking
- c) increasing your awareness and skills in enforcing no smoking policies and contributing to the development of a smoke free culture in Saud Aramco as well as the local community.

**Please complete the following questions:**

Badge #: \_\_\_\_\_

email: \_\_\_\_\_

1. Do you smoke?

- ☐ Yes
- ☐ No

2. The course is offered in English only. Are you fluent in English?

- ☐ Yes
- ☐ No

3. Why do you want to attend this course?

4. As a smoking cessation facilitator, you will be responsible for coordinating and conducting presentations, activities and programs to assist your colleagues in quitting smoking. Will you be able to commit to coordinating a smoking cessation event within your work place?

- ☐ Yes
- ☐ No