

Tobacco Free Training Sub-Committee
Minutes from Meeting 6/28/06

Attending: Debi Hudson, Ellen Poffenberger, Mark Volpatti, Marilyn Bedford

General Awareness Ideas

“Killer Art” display as an awareness tool – Debi has contact information; Mark will check on how to request display space in University Library

Debi has contact information for the national Tobacco Law Center

Debi says the Mayor’s office gave Clarian maps and clarification about which sidewalks are city sidewalks; Ellen will share this information with Emily

Public relations concern – “health sciences image campaign” The image we want to convey is health sciences campus; not just “no smoking” on campus

We’ve heard that IUPUC is also going “smoke free”

Information we’ll need for training

Clarification of enforcement policies so we appropriately train those who walk the grounds (Enforcement Committee)

What materials will be available to give out at trainings? (Awareness Committee)

Training Workshop Outline

Designed for those who will walk the grounds, make persons who are smoking aware of the Tobacco Free Policy, and ask them to put out their cigarettes.

Will also *invite appropriate groups* for whom it will be helpful to know what is being covered in the training, such as: All members of the Tobacco Free Committee, Human Resources staff, Environmental Health and Safety staff, Police Department, Wellness Coalition members, IUPUI Health Services staff (Dr. Wintermeyer’s office), any student leadership groups? Others?

Outline for Training – One Hour sessions (see the Power Point draft completed by Mark)

Set the stage and give rationale (10 minutes)

health sciences campus, dangers of second-hand smoke
hopefully, Karen will be able to have Vice Chancellors or Deans give a quick rationale message to the trainees at the start of each workshop

Mark will update this portion of the Power Point

Review of the Tobacco Free Policy and Enforcement Guidelines (10 minutes)

Marilyn will send Mark ideas for this portion of the training

Practice role plays (groups of 3 may be effective) (20 minutes)

Give some examples of real-life encounters that Clarian faced

Easy situations, more difficult situations

Possible scripts for opening lines

Debi will compile script and role play scenarios and send to Mark

Ideas: introduce self; go out in pairs or teams; can we ask for ID? When and how do we ask for their names if they refuse to quit smoking?

Police Department may offer ideas; what if we encounter a

Clarian/Wishard employee on our property – treat as a visitor?

Approaching visitors, faculty and staff, students, contractors (work with

Rob Halter on this issue; ask Karen who should speak to him about it)

Take questions from the group (10 minutes)

Give out materials (palm cards, quit kits, any signage, include web links in handouts, cessation options)

Training Details and Ideas

Set up trainings in different locations on campus

Mark will lead two workshops the week of July 17

Mark and Debi will co-lead two workshops the week of July 24

Marilyn, Ellen, and Dan will schedule workshop times in August

Mark and Debi can lead August workshops, too, if they can schedule them

Schedule 2-4 workshops the week of July 31 into first week of August

Schedule 1 workshop per day the week of Aug. 7

Use HRA's training sign up system for people to register for workshops; that way the trainers can know how many to expect and we can schedule the correct room. Put links and instructions on all information going out about training on how to do this.

Each trainer is responsible for making copies of any presentation handouts and bringing white board and/or flip chart markers.

HRA will reserve the rooms and AV equipment (easels, flip chart paper, computer with projector in case anyone wants to show the Power Point) Any other room needs?

Consider on-going needs after Aug. 14 – continue workshops, have an e-mail discussion group on how things are going; have focus groups of those doing walk-arounds. All ideas will be based on interest of those involved.

After workshops conclude, send e-mail “thank you” cards to volunteers who attended and encourage them in their work.

As soon as dates, times and rooms are finalized for training, we will set up the registration system, post it to the tobacco free web site and make sure notices go out (through Karen? Jagnews? Insider? Through Awareness Committee?)

Ellen will report for the Training Sub-Committee at the July 10 Tobacco Free meeting.