Massachusetts Tobacco Treatment Specialist Training Program

Sample Quit Smoking Group Program Agendas

University of Massachusetts Medical School Updated 2016
This booklet was originally put together in 2001 to serve as a guide for Tobacco Treatment Specialists. It contains program outlines from two hospital-based quit smoking programs: UMass Memorial Healthcare in Worcester and the Massachusetts General Hospital in Boston. Although administered by Tobacco Treatment Specialists (TTSs) within a hospital setting, both programs draw from the community at large as well as from health care provider referral and are therefore appropriate for many different types of community and health care settings.

These program outlines are intended to help guide TTSs in designing and implementing their own group quit smoking programs. Our experience has shown us that each program needs to be tailored to meet the needs of its specific agency and target audience. It is our hope that the attached agendas will provide a starting point for such program tailoring.

The first program presented is UMass Memorial’s 8-session program; and the second program presented is MGH’s 6-session program. Reference is made within the UMass Memorial program to the patient education booklet “Clearing the Air”. This booklet can be downloaded by going to the Smokefree.gov website: http://smokefree.gov/resources.aspx

The programs’ developers, Sarah Reiff-Hekking, Ph.D and Thelma Tisdale, RN, MPH, have been gracious in allowing the MA Tobacco Treatment Specialist Training and Certification Program to reproduce and distribute their program outlines. We thank them for sharing this material.

UMass Memorial Healthcare, Inc.
Behavioral Medicine Clinic
Quit Smoking Program

Meeting 1 Agenda

Group Facilitator: ________________________________

Group Meeting Dates: (one hour per week for 8 weeks)

Location: ________________________________

1) Initial Business and overview of program
   - Fill out information packets
   - Introductions and CO testing
   - The program will cover: initial smoking reduction prior to quitting, nicotine replacement, stress and craving management, the role of social support, relapse prevention.

2) Overview of clinic schedule and requirements
   - Quit date will be midnight of ________________ (the night before the 4th meeting)
   - Must attend each session
   - Must make an individual appointment prior to Quit Date.
     MY APPOINTMENT IS ON ______________________ at _____________
   - Review of medical approval forms for nicotine replacement
     - Must be returned by ________________ (one week prior to quit date)
     - You will discuss individually with the Leader whether nicotine replacement makes sense for you.
     - You are responsible for obtaining medical clearance from your physician.

3) Personal Reasons for Quitting
4) How to Use Pack Wraps
5) Beginning to plan for a quit date
   - Notice your smoking---Using Pack Wraps
   - Think about what becoming a non-smoker means

6) Quit Contract

Assignment:
1) Read “Clearing the Air”
2) Use Pack Wraps
3) Resources: www.smokefree.gov, 1-800-Quit-now
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Meeting 2 Agenda

1) Check in and CO Monitoring

2) What did you notice about your smoking?
   • Cigarettes per day
   • Which situations did you need the cigarettes the most/least?
   • Graph nicotine intake

3) Reduce smoking by 1/3 this week.
   • Which to drop out?
   • Cutting down (page 12)
   • Delaying

4) Managing withdrawal symptoms

5) Nicotine replacement/Zyban

6) Questions?

Homework:
1) Pack wraps
2) Graph nicotine intake
3) Reduce by 1/3
4) Send in approval for nicotine replacement
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Meeting 3 Agenda

1) Check in and CO Monitoring

2) How did cutting down go?
   ● Cigarettes per day
   ● Graph nicotine intake

3) Reduce smoking by 1/3 this week.

4) Managing withdrawal symptoms

5) Deep breathing

6) Preparing for Quit Date

7) Nicotine replacement/Zyban

8) Questions?

Homework:
1) Pack wraps
2) Graph nicotine intake
3) Reduce by 1/3
4) Deep breath
5) Prepare for Quit Date
6) Send in approval for nicotine replacement
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Meeting 4 Agenda

1) Check In and CO monitoring
   - What coping techniques are the most helpful?
   - Are you practicing deep breathing?
   - Are you using substitutes for cigarettes?
   - Have you increased your physical activity?
   - Are you thinking of yourself as a non-smoker?

2) Review of Nicotine Replacement

3) The importance of adding pleasure
   - Minimize feelings of deprivation/depression by increasing positive activities doing things you enjoy, thinking happy thoughts, spending money on things you want) and decreasing negatives (hassles, negative thoughts, unpleasant activities).
   - Formal Relaxation Techniques
   - Lifestyle Balance
   - Pleasant Events Inventory
   - Plan your 1 month and 6 month celebrations!

4) Review weight control
   - You may gain weight this is normal
   - Avoid “dieting” until you have been smoke free for several months and are confident that you will NOT smoke while dieting.
   - Use physical activity to help reduce stress and increase energy. This will also help with weight control.
   - Smoking is MUCH more detrimental to your health than gaining a few pounds.

5) Social support
   - Social support is important. Let people know how best to help you and thank them for their efforts so far.

6) How to stay a non-smoker
   - Review the commitment
   - Never forget why you quit smoking
   - Keep busy
   - Reward yourself
   - Pat yourself on the back
   - Call someone instead of reaching for a cigarette.
   - A friend
   - Smoker’s Quit Line 1-800-Quit-now; website: www.smokefree.gov
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Behavioral Medicine Clinic
Quit Smoking Program

Meeting 5 Agenda

1) Check In and CO monitoring
   - What coping techniques are the most helpful?
   - What substitutes are you using for cigarettes?
   - Positives and negatives

2) Review of Nicotine Replacement
   - Questions? Concerns?

4) The importance of adding pleasure
   - Progressive Muscle Relaxation
   - Lifestyle Balance
   - Pleasant Events Inventory
   - Celebrate!

5) Social support
   - Social support is important. Let people know how best to help you and thank them for their efforts so far.

6) Self-Management
   - Review handout

7) How to stay a non-smoker
   - Review your commitment and reasons for quitting
   - Never forget why you quit smoking
   - Keep busy
   - Reward yourself
   - Pat yourself on the back
   - Call someone instead of reaching for a cigarette.
     - A friend
     - Smoker’s Quit Line 1-800-Quit-now
   - www.smokefree.gov
Meeting 6 Agenda

1) Check In and CO monitoring
   • What coping techniques are the most helpful?
   • What is the most difficult

2) Review of Nicotine Replacement
   • Questions? Concerns?

3) The importance of adding pleasure

4) Self-Management
   • Review handout from last week

5) List the three most helpful things for you to do this week.
   1)
   2)
   3)

6) What do you want to focus on for next week?

7) How to stay a non-smoker
   • Review your commitment and reasons for quitting
   • Never forget why you quit smoking
   • Keep busy
   • Reward yourself with positive activities
   • Pat yourself on the back
   • Call someone instead of reaching for a cigarette.
     • A friend
     • Smoker’s Quit Line 1-800-Quit-now
   • www.smokefree.gov
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Quit Smoking Program

Meeting 7 Agenda

1) Check In and CO monitoring
   - What coping techniques are the most helpful?
   - What is the most difficult

2) Review of Nicotine Replacement
   - Questions? Concerns?

3) Relapse Prevention

4) List the three most helpful things for you to do this week.
   1)
   2)
   3)

5) How to stay a non-smoker
   - Review your commitment and reasons for quitting
   - Never forget why you quit smoking
   - Keep busy
   - Reward yourself with positive activities
   - Pat yourself on the back
   - Call someone instead of reaching for a cigarette.
     - A friend
     - Smoker’s Quit Line 1-800-Quit-now
   - www.smokefree.gov
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Meeting 8 Agenda

1) Check In and CO monitoring
   - What coping techniques are the most helpful?
   - What is the most difficult

2) Review of Nicotine Replacement
   - Questions? Concerns?

3) Relapse Prevention

4) List the three most helpful things you learned in this group.
   1) 
   2) 
   3) 

5) What is your follow-up plan?

6) How to stay a non-smoker
   - Review the materials in the group as you need to.
   - Call us
MGH Quit Smoking Service
Session I
Learning to Become a Non-smoker

Objectives:

The patient will:

- Describe the process of becoming a non-smoker
- List reasons for becoming a non-smoker
- Describe the process for monitoring smoking behavior
- Discuss plans for quitting
- Complete paper work

Materials:

Presentation folder with the following materials:

- The Little I Can Quit Book
- MGH Questionnaire
- Release Form
- Name tag (5x8 card)
- DPH Questionnaire
- CO Sheet
- NRT Info for patients
- Summary of Program
- 3x5 Card
- Pack Wrap Sheets
- Guidelines for session
- Rubber Band
- Counselor’s card

Post signs with directions
Felt tip pen to write names on table tent
CO Monitors
Pencils
Paper Clips
Appointment Cards
Roster
Appointment schedule with times to book NRT assessment visits
Post Session I Agenda sheet
Introduction to Program

Welcome and congratulations
Quitting is a learning process. Find the magic. Think back to first cigarette. Describe.
Review guidelines for group:
Reinforce the importance of confidentiality
If not coming please call us
Housekeeping: Telephone number of conference room
Location and combination of restrooms

Introductions (Name, # cigarettes, years a smoker, why now? use NRT? other?)
Program overview and dates
Setting a quit date
Information on patches and DPH/MGH policy
Sign release form
Why quit? – Write out Benefits for Quitting in THE LITTLE I CAN QUIT BOOK
Smoking triggers - Review Instructions for Pack Wraps - Keep for next week.
Complete Questionnaire
CO Readings
Appointment for NRT evaluation

For Next Week:

Identify support person
Think about rewards
Keep Pack Wraps
Write out reasons to quit
Read materials
MGH Quit Smoking Service
Session II
Preparation for Quitting

Objectives:

Patient will:

- Give examples of three basic techniques to cope with high-risk situations
- List two behavioral techniques for controlling smoking
- List two cognitive techniques for controlling smoking
- Describe 4 potential withdrawal symptoms and how to cope with them
- Pick a support person to call during the quitting process

Materials:

- Handouts: Urge Stopping, Helping Someone Quit, Coping Strategies Worksheet, Preparation for Quitting Worksheet, Contract, Being in Control of Withdrawal, You Can Quit, Depression article and Session 2 questionnaire.
- Bring: Agenda for meeting, Pencils, Toys, Extra table tents, appointment cards with NRT assessment date, maps to location

Introductions if new people. Request participants use table tent with name.
Ask about how the week went for members of the group.

Topics:

2. Identify smoking triggers. What did people learn from keeping pack wraps?
3. Discuss nicotine content of cigarettes. Write out the range of nicotine content; review findings from MDPH nicotine testing.
4. Urge stopping - Goal: process of tapering to one pack before using patch
5. Coping Strategies Worksheet
6. Preparation for Quitting - Prequit nerves - Plan your day
7. Sign contract
8. Withdrawal: how to cope with symptoms
9. Identify support person
10. Rewards – initiate discussion about the importance of appropriate rewards

Additional Notes
MGH Quit Smoking Service
Session 3
Smoke Free

Objectives:

The Patient will:

List 3 basic techniques to manage stress

Describe the relaxation process

Identify potential high-risk situations

Select a Rote Response to help with a high-risk situation

Materials:

Handouts: Stress Management, Stress Reducers, Rote Response, Relaxation Response,
Brochure: When Smokers Quit, Session 3 questionnaire.

List of people on patches, Patches, Pharmacy Book, Paper bags, Receipt book, CO Monitor, Pens

Topics:

1. This is the first session after the quit date. Discuss experiences - How did people prepare? What was helpful? Withdrawal symptoms, Follow-up on depression article and coping skills presented on worksheet from last week.

2. Review reasons to quit - Benefits of quitting


4. Review Relaxation Response

5. Review Rote Responses

6. Response of Support person

7. Rewards

8. Questionnaire, COs

Additional Notes
MGH Quit Smoking Service
Session 4
Remaining a Non-Smoker

Objectives:

Patient will:

- List 2 resources that can offer ongoing reinforcement during the Action and Maintenance Stages of quitting
- Describe situations or thoughts that could lead to an increase in cravings
- Write out coping techniques that can be useful to avoid a slip or relapse


List of people on patches, Patches, Pharmacy Book, Paper bags, Receipt book, CO Monitor, Sample books included on book list, Pens

Topics:

1. Review handouts
2. Ask group how it was to be a non-smoker this week. Experiences; If new quitters review how did they prepare? What was helpful? Withdrawal symptoms? Review the importance of reviewing what worked to help with the quitting process and ways to plan for the next day. Incorporate breathing techniques and meditation. Review the importance of exercise, support person and rewards.
3. Review reasons to quit - Benefits of quitting
4. Review book list and website list. Importance of ongoing reinforcement to stay quit
5. Ask group to review the Staying Quit handout. Explain that not everyone will react to each situation the same way. Identify those situations that apply to them. Fill in form to review coping skills. Ask about savings from not smoking. Stress importance of not staying isolated. Review the association between depression and withdrawal and reinforce the importance of contacting someone if symptoms persist.

Additional Notes
Objectives:

Patient will:

Describe the value of including healthy eating and exercise into the action plan for relapse prevention.

List the possible strategies for avoiding excess weight gain during the quitting process and beyond.

Set 2 goals that can help increase daily exercise and activity.

List 3 techniques that can help maintain healthy behaviors.

Materials:

Nutrition Handouts: AHA Food and Fun, What to Eat, Food Guide Pyramid
Exercise Handouts: General Guidelines for Exercise and Stretching  
Ways to get in the Exercise Habit
Wellness Handouts: Tips and Techniques for a Healthy Lifestyle  
Laughter Is Often the Best Medicine
Session 5 questionnaire, Pencils, CO Monitor, Cartoons for review, Raisins

Topics:

1. How are people doing with not smoking?

2. Review as appropriate: Abdominal breathing, Coping techniques, Importance of Support Person, Life after cigarettes, Depression issues, Other issues or concerns

3. Healthy eating and exercise are the topics for the week:

4. Quitting smoking is a major lifestyle change. Many smokers have substituted cigarettes for food and have decreased their activity due to symptoms related to smoking. Ask participants to think about their current eating and exercise habits and consider changes that will support a smoke-free lifestyle.

5. Knowledge is important. Need to know the basics but it is only the beginning. For most of us WE KNOW SO MUCH MORE THAN WE DO. Think about how to incorporate healthy activities into your daily life.
Additional notes for Session V

- **NUTRITION**

  Average weight gain is 4-9 pounds. Sometimes hear horror stories about a lot of weight gain. Discuss reasons - Often people substitute food for cigarettes. Important to make not smoking the priority but there are some things that can help with weight issues.

  Ask group to suggest strategies that might help.

  Some suggestions: Eat breakfast; Only eat when you are hungry; Monitor eating habits – write it down, eat less fat (recommended 25-30% of calories from fat); Small frequent meals; when eating out—eat well, **EAT SLOWLY**. How have people changed habits? Important to understand that it is what you do every day that matters. What do people think about using vitamins?

  Mindful eating

- **EXERCISE**

  Review exercise handout. What kinds of exercise do people do? Walking is one of the best. Important to increase your level of activity safely. What is one thing you are willing to do to increase your exercise this week?

Objectives:

Patient will:

- Identify situations, thoughts, and feelings that could lead to relapse.
- List coping mechanisms that will be used in high-risk situations
- Explain how to cope with a possible slip
- Identify resources for ongoing support.

Materials:

Remaining Smoke-Free for Good, Rewards – Putting Back the Fun in Your Life, Planning for Urges- confidence Questionnaire, Nicotine Anonymous Meeting sheet, Session 6 questionnaire.

Pencils, CO Monitor, Certificates

Topics:

1. How have people been doing? Review plan for staying quit?

2. Remaining Smoke-Free for Good – Ask group to review and discuss experiences. Have each person take time to think about cravings or potentially difficult situations. Give group time to fill in a possible relapse situation. Review mental rehearsal.

3. Rewarding Yourself for Staying Quit – Ask group to think about rewards. Important in the process of staying quit. Review the list. Discuss.

4. Review Resources that are available for ongoing support – Web sites, books, support groups in local area or at MGH. 1-800-9-GET A TIP. Other?

5. Nicotine Anonymous Meeting Schedule – Review list. Tell group it is a volunteer organization. Should call prior to attending to be sure group is meeting.

6. Do Questionnaire and CO

7. Give out certificates