

TQCC Program Roles and Responsibilities

Updated March 2025

Shared Health	RHA Program	RHA Lead(s)	Tobacco Educators	Tobacco Trainers for MB Tobacco & Vape Learning Series
<ul style="list-style-type: none"> • Guide, inform and co-ordinate the TQCC program provincially. • Review feedback and update the TQCC guideline, standard operating procedure and quick reference guides. • Liaise with Manitoba Health and Quit Card vendor. • Chair meetings of the Tobacco Quit Card Committee including scheduling meeting dates and provision of meeting agendas and minutes. • Manage provincial communications and share with RHAs. • Lead development and coordination of Manitoba Tobacco & Vape Learning Series ongoing. • Manage financials. Guide, inform and coordinate the 	<p><i>Duties within the RHA lead role can be assigned within RHA, as required.</i></p> <ul style="list-style-type: none"> • Assign an RHA Lead(s) for the region and communicate to Shared Health • Identify roles within the organization who will have TQCC program responsibilities, ensuring proper coverage across communities. • Collaborate with SH and other RHAs to ensure an adequate number of Tobacco Trainers are available to train • Establish/implement processes to inform and remind Primary Care Providers and other team members to promote the program to potential participants. 	<ul style="list-style-type: none"> • Lead(s) or designate(s) to participate actively in provincial planning. • Lead communication and engagement of stakeholders (including leadership, teams, and clinics) to promote and deliver the program. • Ensure timely communication of program changes and training/trainer opportunities to Tobacco Educators. • Ensure identified staff meet requirements for enrolling in ATI education. • Promote the program within their regions. • Collate and submit regional data to Shared Health; engage in quality improvement as required. • Participate in planning of Tobacco Educator training, as required. 	<ul style="list-style-type: none"> • Complete Tobacco Educator Training, as required. • Implement the TQCC Provincial Clinical Guideline, including provision of Quit Cards and counselling sessions. • Communicate with team members, participants and Primary Care Providers to promote the program and work interprofessionally to address participant needs. • Complete Data Collection Tool. 	<ul style="list-style-type: none"> • Facilitate training sessions in collaboration with other trainers. • Act as a resource for clinical questions for Tobacco Educators in the MyHealth Team(s) or local area(s). • Participate in development and revisions of clinical tools, as required. • Fill the role of Tobacco Educator, as required.

<p>TQCC program provincially.</p> <ul style="list-style-type: none"> • Ensure program alignment with provincial health goals and objectives. • Negotiate and maintain contracts with vendors and procurement. • Maintain copyright agreements with Alberta Health Services. • Communicate with RHA Leads about allocation and reminders to place own orders. • Collect and synthesize aggregate program data from RHAs and report to Manitoba Health. 		<ul style="list-style-type: none"> • Determine who in the region disperses Quit Cards. • Bi-Annually, provide an updated list of Tobacco Educators from the RHA as outlined by Shared Health. 		
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