

Certification for Quit Smoking Consultants



Contents

Certification for Quit Smoking Consultants (CQSC)	1
The CQSC Programme Framework	2
Entry Requirements	4
How to Register for CQSC	6
Certification Validity	8

CERTIFICATION FOR QUIT SMOKING CONSULTANTS

Although Singapore has been successful in reducing its smoking rate from 18.3% in 1992 to 12.6% in 2004, quitting smoking is a complex and difficult process for many smokers.

HPB has introduced the Certificate for Quit Smoking Consultants (CQSC) Programme to enhance the skills and expertise of Quit Smoking Consultants to provide effective quit smoking therapy and support to smokers.

The CQSC Programme offers a convenient and effective platform to:

- help Quit Smoking Consultants enhance their skills and knowledge
- provide Quit Smoking Consultants with the latest counselling knowledge and developments
- help Quit Smoking Consultants provide quality quit smoking counselling services to their clients.



THE CQSC PROGRAMME FRAMEWORK

STAGE

1

1 day

CQSC workshop

This workshop offers a refresher on key theories related to quit smoking therapy, and prepares the applicant for the written and practical examination.

2 week break

STAGE

2

2 hours

Written examination

This comprises a MCQ examination.

2 week break

STAGE

3

30 minutes

Practical examination

There will be a clinical counselling assessment, where the applicant will undertake a face-to-face individual counselling with a client provided by HPB.

2 week break

STAGE

4

Submitted
via post
to HPB

Case report submission

Based on a format prescribed by HPB, the applicant must submit a case report of a client he has counselled.

1 month break

STAGE

5

15 minutes

Case report presentation

The applicant will discuss the submitted case report with a panel of CQSC certifiers.

2 week break

STAGE

6

15 minutes

Award of certification

The applicant will receive his results, certificate and related materials.



ENTRY REQUIREMENTS

To qualify for entry into the CQSC programme, applicants must satisfy the Academic, Practical and Theoretical (APT) requirements:

Academic Qualification

The applicant must have at least one of the following :

- Degree in Social Work or Psychology; OR
 - Diploma or Higher Qualification in Counselling, Human Services or Community Services; OR
 - Be an Addiction Counsellor certified by the Association of Professional Substance Abuse Counsellors (APSAC); OR
 - Be a Singapore Registered Doctor, Pharmacist, Nurse or Dentist.
- * Applicants who do not fulfil the Academic Qualification criteria, but fulfil the Practical Experience criteria and the Theoretical Knowledge criteria may be considered for entry into the Certification Programme on a case-by-case basis, subject to approval by the Health Promotion Board.



Practical Experience

The applicant must have:

- completed a minimum of 30 hours in smoking cessation counselling within the last 2 years; OR
 - completed a minimum of 60 hours in general counselling, within the last 2 years.
- * There are no exemptions to this criterion.

Theoretical Knowledge

The applicant must possess basic knowledge in all of the following :

- Basic Tobacco Addiction (minimum 8 hours of formal training); AND
 - Basic Quit Smoking Therapy (minimum 8 hours of formal training); AND
 - Basic Quit Smoking Pharmacotherapy (minimum 4 hours of formal training).
- * Applicants who do not meet the Theoretical knowledge requirement can pursue the relevant courses, after which the applicant will be deemed to have met this requirement.
- * For information on course dates, please contact Ms Michelle Lee (michelle_marie_lee@hpb.gov.sg).

HOW TO REGISTER FOR CQSC

Applicants must submit all of the following documents, together with the enclosed application form:

Academic Qualification

1 photocopied set of relevant educational/training certification.

Practical Experience

A letter of acknowledgement from the applicant's direct supervisor on company letterhead, confirming that the minimum number of counselling hours has been achieved.

Theoretical Knowledge

1 photocopied set of the letter(s) or course certificate(s) in :

- Basic Tobacco Addiction.
- Basic Quit Smoking Therapy.
- Basic Quit Smoking Pharmacotherapy.



Applications should be made by post to:

Ms Michelle Lee
Smoking Control Programme, Level 4
Health Promotion Board
3 Second Hospital Avenue
Singapore 168937

Upon successful registration, a confirmation letter and payment advice will be sent to the applicant.

Fees

Rate	Per Applicant
Full Corporate	\$850
Subsidised	\$150

Applicants are entitled to the subsidised rate if they come under any of the following categories:

- Public Officers in Ministries/Statutory Boards.
- Healthcare professionals registered by the Ministry of Health.
- Members of Voluntary Welfare Organisations (VWOs) under the National Council of Social Service (NCSS).
- Members of Non-profit/charitable organisations registered with the Registry of Societies.



CERTIFICATION VALIDITY

This certification is valid for a period of 2 years. To be re-certified for another 2 years, the applicant must fulfil **all** the following requirements, in the past **2 years**:

I) Attained a minimum of 80 hours of counselling in Quit Smoking Therapy

Quit Smoking Therapy refers to direct face-to-face intervention and/or telephone counselling with clients. Face-to-face intervention can involve either a one-to-one or group setting, but does not include education sessions such as conducting talks or workshops.

II) Attended at least 2 Clinical Case Conferences* or Feedback Sessions*

A Clinical Case Conference will provide an opportunity for applicants to refine their skills in clinical counselling. A Feedback Session provides a platform for applicants to give feedback on the running of quit smoking clinics and quit smoking therapy. It also serves as an opportunity for applicants to share their experience and discuss solutions to challenges faced in the course of providing quit smoking therapy.

III) Attained 18 hours or more of Continuing Education Talks* and Workshops*

Continuing Education aims to update the interpersonal and professional skills of applicants. This involves talks and workshops in the areas of counselling, motivation and the latest development in quit smoking therapy.

The applicant must submit to HPB, a letter of acknowledgement from their direct supervisor on company letterhead, confirming that criteria (I) has been achieved. Criteria (II) & (III) will be tracked by HPB. Application for re-certification should reach HPB at least 2 months before certification expiry.

*Organised by HPB

APPLICATION FORM

for session held on

(dd/mm/yy)

Please complete all fields.

Name

NRIC

Date of Birth

Employer's Address

(confirmation letter will be delivered to this address)

Tel No.

Handphone No.

E-mail

Designation

Year Joined

Supervisor's Name & Signature

Supervisor's Contact No.

Please submit the following supporting documents with the Application Form:

- **Academic qualification**
- **Counselling experience**
- **Professional courses attended**

Refer to page 6 for more details.

FOR OFFICIAL USE

Qualification

Training

Experience

Verified By

Approval



Health Promotion Board
3 Second Hospital Avenue, Singapore 168937
www.hpb.gov.sg

Copyright © HPB B E 473-06/R07
June 2007