

ST. JOSEPH HEALTHCARE  
BANGOR, MAINE 04401

HOSPITAL     FOUNDATION     STRAUSS     ACI     HOME HEALTH


DEPARTMENT: Organizational

POLICY #: HR.002

POLICY: Tobacco Free Facility

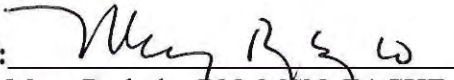
EFFECTIVE: September 1, 1994

DEVELOPED BY:

  
Paige Hagerstrom, MBA, Director of Human Resources

REVISED: April 28, 2014

AUTHORIZATION:

  
Mary Prybylo, RN, MSN, FACHE. President/CEO

**I. POLICY:**

The use of all tobacco products (cigarettes, cigars, pipes, electronic cigarettes, and smokeless tobacco) is prohibited within all St. Joseph Healthcare owned buildings and on all St. Joseph Healthcare owned property.

**II. PURPOSE:**

To promote wellness and provide holistic healing in accordance with St. Joseph Healthcare's mission; to reduce risks to patients and employees; to reduce the risk of fires; to be in compliance with Maine State Law and The Joint Commission (TJC) standards.

**III. PROCEDURE:**

A. Employees

1. All employees will receive orientation regarding this policy.
2. Smoking/tobacco use by employee/tenants is strictly prohibited within all St. Joseph Healthcare facilities. During approved breaks from work, employees/tenants may smoke/use tobacco products within a motor vehicle.
3. Any employee wanting to stop the use of tobacco products will be offered Smoking Cessation Classes and one course of assistance (such as nicotine replacement therapy) available through Employee Health upon written approval from their primary care physician.
4. Any employee who has reason to believe that another employee is smoking/using tobacco products inside or outside of a St. Joseph facility shall remind the other employee of the tobacco free policy.

5. If the employee refuses to stop using tobacco inside or outside the facility, the employee's supervisor will be notified.
6. Non-compliance with this policy will be dealt with in the same manner as violations of any other organizational policy, including the possibility of suspension or termination.
7. If employees are seen littering the ground of St. Joseph Healthcare with cigarette butts or other tobacco products, appropriate disciplinary action will take place, up to and including termination.

B. Visitors

1. Any employee who has reason to believe that a visitor is smoking/using tobacco products in a St. Joseph facility shall advise the visitor of the tobacco free policy and will ask them to stop smoking/using tobacco products or to use tobacco products only within their motor vehicle.
2. If the visitor refuses to abide by this policy, the employee will notify his/her director. If his/her director is not available, the employee will notify the nursing supervisor.
3. The director/supervisor will ask the visitor to stop smoking/using tobacco products except within their own motor vehicle.
4. If the visitor refuses to abide by this policy, security will be notified. If the visitor refuses to abide by this policy after being asked by security, the Administrator On Duty (AOD) will be notified and if permission is obtained law enforcement authorities will be contacted to assist with removing the visitor from the facility.

C. Patients

1. Signs informing patients and visitors of the tobacco free policy will be posted at all entrances to St. Joseph buildings and in all registration areas.
2. Patients will receive notification of the organization's tobacco free policy by the Preadmission Testing and Patient Access staff.
3. When a patient is determined to be a smoker (by nursing or physician staff) or has ceased smoking in the past 12 months, orders will be sent to the respiratory department to meet with the patient to offer information about smoking cessation and nicotine replacement therapy. The Inpatient Smoking Consultation Form will be completed by the respiratory therapist (via the respiratory section of the patient electronic chart). The Nicotine Replacement Order Sheet will be placed in the order section of the patient chart for the

provider to complete.

5. An alternative to smoking/tobacco use (such as the nicotine patch and gum) will be offered to the patient. If appropriate, the patient's attending or covering physician will order.
6. If the patient continues to refuses to stop smoking/using tobacco products, the nursing supervisor will contact the AOD and the physician to determine if discharge against medical advise or transfer to another facility is appropriate.

**V. RESPONSIBILITIES:**

- A. It is the responsibility of directors to educate their employees on this policy.
- B. All individuals associated with St. Joseph Healthcare have a responsibility to promote this policy and educate visitors, patients and fellow employees.
- C. The Nursing departments will assess all patients upon admission for smoking history.
- D. The unit secretaries will place Smoking Cessation Counseling orders in AS400 and page the respiratory therapist.
- E. The Respiratory Care department will provide Smoking Cessation counseling to all patients identified as smokers or have stopped smoking in the past 12 months.

**VI. REFERENCES:**

- A. 22 M.R.S.A. §1580 – A. Smoking in places of employment
- B. TJC: EC.02.01.03; EC.02.03.01; EC.04.01.01; EC.04.01.

**VII. ATTACHMENT(S):**

- A. Attachment A: Nicotine Replacement Therapy Orders
- B. Tobacco Cessation Program
  1. Physician Consent Form
  2. Tobacco Cessation Interview and consent form

**VIII. REVISION:**

This policy revises Hospital Policy HR.002, Tobacco Free Facility, dated September 1, 1994 and revised December 28, 2006.

DATE REVIEWED	DATE REVISED* rescinded policies are to be archived in the Human Resources Department	SIGNATURE AND TITLE
	09/01/1994	
	08/10/1998	
	09/28/1998	

---

	01/15/2001	
12/28/2006	12/28/2006	Vicki Kolenik RN, BSN, Employee Health Coordinator Ken Huhn, Director, Specialty and Outreach
11/9/09	na	Patricia L.D. Brezovsky, Director Human Resources
1/11/12	na	Patricia L.D. Brezovsky, Director Human Resources
04/28/14	04/28/14	Paige Hagerstrom, MBA, Director of Human Resources

