

Subject: Tobacco Free Campus**Policy #** 100-007**Responsible Department/Division:** Executive Administration **Administrative** **Policy****Reviewed Dates:** 4/01, 7/03 **Clinical** **Procedure**

7/04, 7/05, 7/06, 7/07, 7/08

7/09, 7/10, 2/11, 1/12, 2/12,

2/13, 6/14, 6/15, 7/15

 Medical Staff **Standard of Care** **Departmental****Original Date:** 4/27/99**Supersede Date:** 1/3/12**Effective Date:** 02/13/2012

PURPOSE: Charles A. Dean Memorial Hospital is committed to the promotion of health and prevention of disease. To maintain a safe and healthful environment for patients, visitors, and employees, C.A. Dean has adopted a tobacco-free campus policy.

A. **Definition of Tobacco Free Campus:** No tobacco use (e.g., cigarettes, pipes, cigars, smokeless tobacco, snuff/snus, cigars, pipes or any non-FDA approved nicotine delivery systems) is permitted anywhere on C.A. Dean property including but not limited to the buildings, entrances, woods, sidewalks, driveways, parking lots, and within private motor vehicles. Also included are non-tobacco based electronic cigarettes C.A. Dean Sites also include the Northwoods Healthcare clinics in Sangerville and Monson.

B. **Policy**

1. This policy applies to employees, patients, family members, contractors, medical providers, and anyone visiting the campus.
2. This policy applies to the entire campus which includes the parking lots, vehicles parked in the parking lots, all satellite locations and any properties the hospital owns or rents. This policy also applies at all off-site meetings, conferences and in all hospital vehicles.
3. Posted signage throughout the campus as well as literature will alert everyone that C.A. Dean is a tobacco-free campus.
4. Patients will be made aware of this policy prior to admission or during the admission process by either a member of the clinical or medical staff. Written supporting material will also be available.
5. New employees will be informed of this policy during the orientation process.
6. C.A. Dean employees may participate in a smoking-cessation class, as available, at no cost and receive nicotine replacement therapy as available via their insurance plans.

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C. Enforcement:

1. Policy enforcement is the responsibility of all C.A. Dean employees.
2. Employees are held to the highest level of conduct. Therefore, violating this policy is subject to supervisory discipline including warning, suspension and/or termination per normal disciplinary policies and procedures.
3. When alerting or reminding others of C.A. Dean's policy, understanding, respect, tact, and good manners are always crucial. The addictive nature of tobacco products should be considered when enforcing the policy.
4. The problem's intensity, duration, and possible repetitiveness of the violations help to determine the degree of enforcement. Patients, family members, and vendors who violate the policy will be reminded of and asked to adhere to the policy by any employee observing the non-compliant behavior.
 - a. If a patient or family member violates this policy, where appropriate and available, offer them an alternative to tobacco (e.g., chewing gum or hard candy).
 - b. In some cases, it may be appropriate to inform the medical provider and request nicotine replacement alternatives.

D. Available Resources:

1. C. A. Dean's Employee Assistance Program (for all employees).
2. Websites resources
3. Prescriptions from physicians for nicotine replacements

President and CEO	Date		
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