

# EMMC

## Interdepartmental Directives

**To:** All Department Heads  
**From:** Greg Howat  
Vice President of Human  
Resources  
**Subject:** Tobacco-Free Policy

<b>Date:</b>	02/2012	<b>No.</b>	10.012
<b>Approval:</b>			
<b>Approval:</b>			
<b>Supersedes IDD #</b>	10.012	<b>Dated:</b>	04/2010

In accordance with EMMC's mission statement: ***"Our mission is to care for patients, families, communities and one another"***, EMMC is committed to the prevention of disease and the promotion of health and healing. Tobacco use and second hand smoke pose serious health/safety risks and undermine medical treatment.

**Policy:** The use of all tobacco products (cigarettes, cigars, pipes, smoke-less tobacco such as snuff and chew, electronic cigarettes and marijuana, including for medical use) is prohibited on hospital-owned property and grounds and in all leased or rented office space where EMMC employees work including off site meetings, conferences and fundraisers.

Individuals are required to cease use of any tobacco product upon arrival on the EMMC campus. For safety and health reasons it is necessary to appropriately discard all used tobacco products in a receptacle provided by EMMC.

This policy applies to patients, employees, physicians, volunteers, visitors, vendors, and contracted workers, tenants of EMMC, medical staff and students.

Although patients are not authorized to leave the facility and its grounds in order to use tobacco products, no individual associated with EMMC may interfere with or prevent a patient from doing so. Physicians are not authorized to write orders allowing patients to leave the EMMC campus to use tobacco products. Advertisement or sale promotion of tobacco products is not allowed on EMMC Campuses or satellite facilities. All major entrances to EMMC campuses will be clearly posted as tobacco-free including entrances to buildings, parking lots and grounds.

**Responsibility:**

- It is the responsibility of EMMC personnel and medical staff to educate patients about the tobacco-free policy before and during their admission and/or at other times patients are on EMMC campuses.
- It is the responsibility of managers to educate their employees on this policy. Violation of this policy will be treated like any other policy infraction. See IDD 6.4.5 HR Services.
- All individuals associated with EMMC have a responsibility to promote this policy and educate visitors, patients and fellow employees.
- Tobacco-Free policy will be posted along with all Labor posters at all EMMC locations.

**Withdrawal/Cessation Resources:**

- Employees are encouraged to review their healthcare plan for specific information on covered services for smoking cessation.
- If desired, inpatients that express a desire to smoke will be offered the opportunity to meet with the interventionist trained in the "Bedside Counseling of the Hospitalized Smoker" program. Information about tobacco use and treatment, secondhand smoke, and local, statewide cessation resources are readily available to patients, staff and visitors.
- Employee smoking cessation efforts are best managed with one's Primary Care Provider (PCP). Employees are reminded that making the decision to quit smoking requires a well thought out plan. Planning well in advance to schedule an appointment with your PCP is essential.
- Employees who do not have a PCP may seek care at the EMMC Center for Family Medicine by calling 973-7952 and identifying themselves as an EMMC employee. Employees may also seek initial care at Employee Health Service, by calling 973-7335. Follow up care will be arranged with the Center for Family Medicine or employees PCP.
- Other support services for smoking cessation are available for employees and community members through Wellness Service at 973-4600 or one can go to the employee Wellness web site and/or [www.tobaccofreemaine.org/](http://www.tobaccofreemaine.org/)
- The Employee Assistance Program (EAP) is available to benefit eligible employees participating in the EMHS Health Plan, their spouse or domestic partner requesting assistance for nicotine withdrawal and/or cessation (973-7229).