



# Pen Bay Healthcare

MaineHealth

X PBMC                      PBPA                      KNOX CTR                      QH                      KWL

<b>PEN BAY HEALTHCARE POLICY &amp; PROCEDURE MANUAL</b>		<b>POLICY# 7871-051</b>
<b>TITLE: PBMC Tobacco-Free Policy</b>		<b>PAGE 1 of 15</b>

<b>SECTION:</b> Human Resources	<b>APPROVED BY:</b>	<b>DATE:</b>
<b>AUTHOR:</b> Sue Low/Carla Kaler	PBH VP Human Resources	3/14
<b>EFFECTIVE DATE:</b> 09/2009	PBH President/CEO	3/14
<b>NEXT REVIEW DATE:</b> 04/2017		
<b>Reviewed:</b> 09/2009, 09/2012, 03/2014		
<b>REFERENCES/RATIONALE:</b>		

**PURPOSE:**

To define the key elements of the Pen Bay Medical Center (PBMC) Smoking Policy in accordance with the Pen Bay Healthcare Mission Statement.

**POLICY:**

PBMC is committed to the promotion of healthy lifestyles. Tobacco use and second hand smoke have a direct adverse effect on medical treatment and pose serious health and safety risks to our patients, our employees, and our community. In accordance with Maine State Law, Title 22, Chapter 263, Subsection 1580-B, and because PBMC is a health care organization, it is designating itself a Tobacco-Free campus. The PBMC campus includes the hospital and all other associated buildings and structures on the hospital grounds owned by Pen Bay Healthcare (PBH).

**PROCEDURE:**

- The use of all tobacco products (cigarettes, cigars, pipes and smoke-less tobacco), as well as non-FDA approved nicotine delivery systems such as E-cigarettes, is prohibited on PBMC property including grounds, parking areas, all PBMC/PBH owned vehicles, and all vehicles parked on the campus.
- Individuals are required to cease use of any tobacco products upon arrival on the PBMC campus. For safety and health reasons, it is necessary to appropriately discard all used tobacco products prior to exiting the vehicle as cigarette waste receptacles will not be present on the campus.
- This policy applies to patients, employees, visitors, volunteers, vendors, contracted workers, medical staff and students.

- Patients are not permitted to leave the facility to use tobacco products. Physicians are not authorized to write orders allowing patients to leave the PBMC campus to use tobacco products.
- As outlined in the PBMC Dress Code policy, scent from tobacco products on clothing should never be present in the workplace due to the potential triggering of negative health effects on others, including allergic responses.

**Responsibility:**

This policy relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all persons associated with PBMC to promote this policy and educate visitors, patients and fellow employees.

- It is the responsibility of PBMC 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 the PBMC campus. Nicotine replacement therapy is available to prevent acute withdrawal symptoms for those patients who may benefit. A physician's order for NRT products is needed.
- It is the responsibility of managers to educate their employees on this policy. Violation of this policy will be treated through the progressive disciplinary process. Managers are also responsible for informing employees who are smokers of the Withdrawal/Cessation resources available to them.
- It is the responsibility of hospital administration to orient all employees and volunteers about the tobacco-free policy at the start of their employment or service.

**Withdrawal/Cessation Resources:**

- If desired, inpatients will be offered nicotine replacement therapy while they are hospitalized. They will also be offered information on the Freshstart Smoke Cessation program and the Maine Tobacco Helpline.
- As part of the Tobacco Free Facility initiative, the PBMC Pharmacy Department will offer 4 mg Nicotine lozenges at no charge for employees and visitors who may have left their nicotine replacement products at home. The goal is to provide employees and visitors with an option when they cannot smoke while on the PBMC campus.
- Nicotine lozenges will be available for employees and visitors at the Pharmacy window during normal operating hours or through the Clinical Supervisor when the Pharmacy is closed. Employees are encouraged to obtain their own supply if there is an ongoing need.
- Employees who use tobacco products will be offered cessation support through their choice of:
  - **Freshstart Smoke Cessation free monthly programs (596-8950)**
  - **Maine Tobacco Helpline (1-800-207-1230) provides free Nicotine Replacement Therapies for those without insurance coverage.**
  - **PBH Tobacco Treatment Specialist, Carla Kaler, LPN at 593-5569.**
  - **Nicotine replacement products will be available free through the PBMC Pharmacy for all employees participating in a tobacco cessation program.**

\* \* \* \* \*

Approval: \_\_\_\_\_

Approval: \_\_\_\_\_