

	Spring Harbor Hospital SHH POLICY AND PROCEDURE STATEMENT	Environment of Care Care of the Patient Patient Rights & Organizational Ethics Code: TX1802 Effective Date: 7/88 Date(s) of Rev: 12/02, 2/04, 2/06, 05/09, 07/11, 6/14
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SUBJECT: Tobacco use at Spring Harbor Hospital

POLICY: The use of tobacco products (cigarettes, electronic cigarettes, cigars, chewing tobacco and any other tobacco-related substance) is not permitted on or within any Spring Harbor Hospital (SHH) property. The scope of this policy includes vehicles owned or leased by SHH, as well as Spring Harbor Hospital buildings and grounds.

PURPOSE: Spring Harbor Hospital is committed to a healthy, drug-free treatment environment that promotes patients' recovery and well-being.

PROCEDURE:

1. At the time of admission

Patients will be informed of SHH's tobacco-free policy. This will be done in the form of printed materials, signage and verbal notice by staff as part of the patient assessment process. Admissions staff will remind our referral sources that we are a non-smoking facility.

At admission and on return from therapeutic trial visits (TTVs), patients will be searched for unsafe objects, including matches, lighters, and other tobacco products (e.g., cigarettes/electronic cigarettes). Patients will not be allowed to have tobacco products, matches, or lighters at any time while in the hospital. Patients' tobacco materials (cigarettes/electronic cigarettes, lighters, etc) will be stored in the designated secure area on the unit and labeled with the patient's name.

A tobacco history will be taken as part of the nursing and physician/PA/NP assessments. If a patient is actively addicted to tobacco, a preliminary assessment of the best pharmacological and behavioral interventions will be conducted and appropriate interventions will be made available.

2. Education and treatment

Tobacco cessation and other educational opportunities may be offered to patients on a regular basis during their hospitalization.

Nicotine Replacement Therapy (NRT) will be offered to adult patients who are actively addicted to tobacco. The Nicotine Replacement Therapy Standing Order set is used to prescribe the appropriate medications for adult patients. NRT should be based on the number of cigarettes smoked per day. The patient's preference for the nicotine gum and/or nicotine patch should also be considered. Titration of the NRT will be performed as needed. Adolescents who are determined to be addicted to tobacco will be evaluated on an individual basis for NRT pending parental/guardian consent.

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3. **TTVs**

A patient may check out his/her tobacco and matches/lighters when leaving the hospital for an off-grounds TTV. Patients should be reminded to not smoke if they are using a patch for nicotine replacement therapy. Upon return from a TTV, patients will be searched and are required to surrender all smoking materials and tobacco.

VISITORS

1. Visitors may not give matches, lighters, cigarettes/electronic cigarettes, or tobacco products to patients. A notice is posted at the Front Desk reminding visitors of this restriction.
2. Visitors are not permitted to use tobacco products within Spring Harbor Hospital property or on the grounds of Spring Harbor Hospital.
3. Visitors who fail to comply with the visitors' policy regarding tobacco use may lose their visiting privileges.

**MAINE BEHAVIORAL HEALTHCARE
POLICY AND PROCEDURE STATEMENT**

Code: HR0411
Effective Date:
Date(s) of Rev: 6/15,
4/14,

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SUBJECT: Tobacco Free Workplace Policy

POLICY:

In accordance with Maine State law and out of concern for the health of our staff, patients and clients, it is the policy of Maine Behavioral Healthcare (MBH) to provide and promote a tobacco free workplace. In addition, since use of tobacco products is a leading cause of premature death and disability, it is our policy to screen all patients upon admission and all clients at intake and annually for tobacco use and dependence, to include the assessment of treatment needs in the plan of care and to support effective treatment options. This policy applies to clients, patients, visitors, employees, volunteers, contracted workers, vendors, students and other guests.

PURPOSE:

MBH is committed to promoting the health and wellbeing of its employees and consumers. MBH supports good health practices in regards to the use of smoking and tobacco products. The health hazards associated with smoking and use of tobacco products and the impact of non-smokers' exposure to secondhand smoke are well documented.

SCOPE:

All employees of Maine Behavioral Healthcare (MBH)

PROCEDURE:

1. The use of all tobacco products is prohibited in all buildings or property owned, leased, or operated by MBH (with the exception for client as described in No 7. below). For purposes of this policy, tobacco products include, but are not limited to cigarettes, cigars, pipes, snuff, chew, smokeless tobacco and non-FDA approved electronic nicotine devices licensed in Maine as tobacco products.
2. Clients and patients assessed as being dependent on the use of tobacco will be referred for evidence based tobacco cessation treatment. Use and promotion of all available resources will be readily made available, including the Maine Tobacco Helpline (1800-207-1230). Tobacco related treatment needs will be included in plans of care as appropriate.
3. MBH is concerned with the ill effects of smoking and tobacco products both for the user and persons exposed to smoke and tobacco byproducts. Therefore materials will be made readily available at all locations on the dangers of tobacco products including secondhand smoke. The agency will also post tobacco treatment resources.
4. When MBH staff work with clients and patients in the community, MBH staff will not smoke or use tobacco products in the presence of clients. Staff may also ask clients/patients not to smoke or use tobacco products in their presence.

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5. Staff is not permitted to use tobacco products on MBH grounds, including in their cars while on MBH grounds.
6. Use of tobacco products is also prohibited in all employer-owned or leased vehicles used by employees, and in all employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.
7. Smoking and use of any and all tobacco products by clients living in MBH residential programs, client receiving services from the Crisis Stabilization Units or from Crisis Responses Services on MBH property, can only occur in designated outdoor locations that are at least 20 feet away from any entryway, vent, window or doorway. Smoking is never allowed in any location that allows smoke to circulate back into the building.
8. This policy will be included in training manuals and new employee orientation and will be reviewed annually with staff.
9. Staff who fail to comply with this policy regarding tobacco use are subject to corrective action up to and including termination from employment. Managers will be responsible for their employees' compliance with this policy
10. All staff are responsible for supporting the tobacco free policy and are expected to notify clients, patients, families, and other visitors of the policy in a courteous, diplomatic and non -confrontational manner as necessary and appropriate Staff. are also expected to assist patients, clients and families to understand the policy and offer education and or resources around tobacco treatment when appropriate.
11. MBH expects all staff to be fragrance free while at work, which includes third hand smoke: the harmful residual particulate and odor from tobacco smoke that is left on clothing and other surface.

CONTACT FOR MORE INFORMATION

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