

INLAND HOSPITAL

ADMINISTRATIVE DIRECTIVE (AD)

Subject:

Tobacco Free Campus

Author/Department:

Engineering Department

Scope:

All employees, volunteers, patients, visitors, vendors, contracted workers, medical staff, students, and tenants of Inland Hospital, New Horizons or Lakewood Continuing Care Center.

Purpose:

Consistent with our mission statement: “To care for and serve our community”, Inland Hospital is committed to the prevention of disease and the promotion of health and healing. Tobacco use and second hand smoke (ETS) have a direct adverse effect on medical treatment and pose serious health and safety risks to our patients, our employees, and our company. Supporting tobacco free lives is a priority of Inland Hospital.

Policy:

The use of all tobacco products (cigarettes, cigars, pipes and smoke-less tobacco) is prohibited on hospital-owned property including grounds, parking areas, and vehicles; and in all leased or rented office space where Inland, New Horizon or Lakewood employees work.

Individuals are required to cease use of any tobacco product upon arrival on the Inland and Lakewood campus and any Inland owned or leased buildings.

“No Smoking” and “Tobacco Free Campus” signs will be posted at all building entrances and campus entrances.

All meetings, events, conferences, fund-raisers etc. are tobacco-free.

No funding or other types of sponsorship are accepted from individuals, events or organizations that promote tobacco use or are owned by tobacco companies or their subsidiaries.

Responsibility:

This policy relies on the consideration and cooperation of smokers and nonsmokers. It is the responsibility of all persons associated with Inland Hospital, including New Horizons and Lakewood, to promote this policy and educate visitors, patients and fellow employees.

Date: 09/02/2014 **No:** EOC.502

**Approved
By:**

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By:**

Supersedes AD No: **Dated: 05/1987**

- It is the responsibility of Inland Hospital and Lakewood personnel and medical staff to educate patients about the tobacco-free policy before and during their admission to the hospital and that nicotine replacement therapy is available to prevent acute withdrawal symptoms.
- 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.
- It is the responsibility of hospital administration to orient all employees, volunteers, and board members about the tobacco-free policy at the start of their employment or service.

Withdrawal/Cessation Resources:

- All patients who use tobacco will be offered a complementary tobacco cessation self-help kit including information on the Maine Tobacco Helpline. This will be offered to patients at registration or during their stay. All inpatients will be offered nicotine replacement therapy while they are hospitalized. They will also receive bedside intervention as appropriate. All appropriate staff will be trained in how to offer a brief tobacco cessation interventions for patients. (See HR policy #80)
- All employees who use tobacco will be offered tobacco cessation counseling, resources and nicotine replacement if desired. Nicotine replacement and counseling is available through employee health (861-3331) or through the Employee Assistance Program (EAP) at 1-800-769-9819. Employees are also encouraged to use the Maine Tobacco Helpline at 1-800-207-1230. (see HR Policy #80). Family members receiving health benefits are also eligible to receive nicotine replacement therapy.
- Additional information for employees and community members about other tobacco cessation resources is available through Community Outreach Education at 861-3378.

Communication of Policy:

- Employees, volunteers and members of the medical staff will be informed of the policy by appropriate written material, administrative policy, the interview process, orientation and signage.
- Patients will be notified of the policy through appropriate printed material, signage and verbal notice.