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Owner:	SARAH LOMAN
Policy Area:	Human Resources
References:	

## Tobacco Free Campus Policy and Procedure

### Purpose

Calais Regional Hospital (CRH) is committed to the promotion of health, which includes prevention as well as treatment of diseases. Hospitals are a vital and central part of a healthy community and should share and model healthy behaviors for community members.

In practice this means the rights of individuals to make lifestyle choices are respected. This policy does not set an expectation that people discontinue the use of tobacco products. Individuals who choose to use tobacco products off campus are not to be judged or criticized for their decisions. It simply requires that those products are not used on CRH property. Observation of someone using tobacco products on CRH property requires a respectful and empathetic communication that results in the individual discontinuing the use of the tobacco product and discarding of it in an appropriate receptacle. For those individuals who do seek to change their lifestyle and discontinue the use of tobacco products, encouragement and support is offered through CRH services or referrals. These individuals are to be recognized and acknowledged for their commitment to improve their own personal health.

### Policy

Effective July 1, 2009 CRH will be a tobacco free campus. Tobacco use of any kind is prohibited in all buildings, on the grounds and in all leased or rented space where CRH employees work.

Smoking is prohibited in vehicles owned by CRH and private vehicles while on CRH property. There will be no tobacco use in personal vehicles when transporting person(s) on authorized hospital business.

Littering of tobacco products, wrappings, or associated products is prohibited.

This policy applies to all persons; including employees, physicians, patients, students, volunteers, visitors, contractors, vendors, emergency medical personnel and others while on CRH premises.

Patients will be offered information, withdrawal medications and cessation assistance as appropriate.

Employees will be offered information and referred to resources both within and external to the organization to assist them with complying with the policy.

Visitors will be informed of the policy and of resources to assist them with complying with the policy.

# Procedure

## Employees

All employees are required to observe and promote compliance with the tobacco-free policy. Employees are expected to be good neighbors and refrain from using tobacco products on the property of nearby businesses and residences. Employees should also refer to the Break Policy in regard to leaving campus during work time. Unauthorized breaks may be subject to corrective action.

As outlined in the dress code policy, employees are asked to pay special attention to their personal hygiene. This includes not having a strong odor of smoke when working. Those with offensive tobacco or smoke odor in their clothing will be asked to change into a set of hospital-issued scrubs.

Human Resources will inform employment candidates of this policy both during the application and orientation process.

Tobacco cessation materials will be available to all employees through the Human Resources Department.

Informational cards will be available to all employees to give visitors who are observed using tobacco products while on the hospital campus. Providing these cards creates an opportunity to educate and intervene. Staff can use the card as a cue to initiate discussion regarding the CRH policy and resources available to visitors to assist them with complying.

Visitors who refuse to comply with the policy should be reported to Security for immediate follow up.

## Patients

At the time of admission the nurse will determine if the patient is a tobacco user and document on the admission assessment.

The nurse will inform the patient who uses tobacco of the tobacco free campus policy, provide approved educational materials and document on the admission assessment.

For patients expressing the desire to discontinue tobacco use, the nurse will provide cessation resources.

For patients not wishing to discontinue tobacco use, the nurse will notify the attending physician. The physician will assess and discuss the need for nicotine replacement therapy (NRT) with the patient and if deemed appropriate, write an order to assist the patient with tobacco abstinence during the patient's stay at the facility.

Physicians with patients being admitted for elective or scheduled procedures will discuss the tobacco free campus policy with the patient prior to admission to determine the needs of the patient before hospitalization.

A physician's order to allow a patient to smoke will not be honored.

Staff will also be sure to inform the patient's family of the tobacco free campus policy. Family members will be advised of the resources available to them to assist with compliance while they are on CRH property.

At the time of pre-registering a patient for surgery or a procedure, the registrar will advise the patient that they will be cared for in a smoke free environment and advise the patient to discuss their needs during hospitalization with their physician.

## Visitors

Information on this policy will be provided to all visitors.

## Compliance and Enforcement

Employees: Violation of this policy may result in corrective action up to and including termination.

Patients: Employees observing patients using tobacco products will remind the patient of the policy and notify the patient's nurse. The patient's nurse will re-educate the patient on the policy and document in the medical record the education session and alternatives to tobacco products offered to the patient.

If the use of tobacco continues to be an issue, staff will enlist the assistance of the patient's physician and/or family members.

If staff determines the patient will continue to be non-compliant and may be at risk for safety reasons, family may be requested to stay with the patient.

If a patient chooses to leave the property against medical advice (AMA) to use tobacco products, refer to the process outlined in the CRH AMA policy.

- a. Physicians: Non-complying employed physicians are subject to the CRH Handbook Disciplinary Guidelines. Enforcement of this policy with non-complying physicians who are not hospital employees is the responsibility of the Medical Executive Committee.
- b. Visitor/Others: Employees observing visitors/others using tobacco products will remind them of the policy.

If the use continues then Security may be contacted to reinforce the policy with the visitor.

Visitors who refuse to comply with this policy may be asked to vacate the premises.

## Responsibility

With planned admissions, it is the responsibility of physicians to educate their patients about the Tobacco Free Campus policy prior to admission to the hospital.

Admitting orders will address the need of nicotine replacement therapy for all patients who use nicotine products.

Respectful enforcement of this policy is the responsibility of all employees.

It is the responsibility of hospital employees who notice violations to make the individual aware of the hospital policy. When alerting or reminding others of the hospital policy, understanding, respect, tact and good manners are to be employed.

It is the responsibility of the hospital to notify patients and family of the policy through appropriate printed materials, signage and verbal notification.

Primary responsibility for resolving immediate conflict rests with the manager of the area.

## Attachments:

No Attachments

## Approval Signatures

Step Description	Approver	Date
	MARY BARNETT	03/2016