
Policy Title: Tobacco Free Campus Guidelines

Effective Date: 09/05

Policy #: OP-178

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PURPOSE: To outline the provision of a tobacco free environment on the Central Peninsula General Hospital (CPGH) campus.

POLICY: CPGH is committed to providing healthy lifestyle role modeling for the community. Therefore, tobacco use is not permitted in any building or on the grounds of the main hospital campus. Tobacco use is not permitted in the leased facilities buildings: Binkley Professional Building, Soldotna Physical Therapy, Kenai Physical Therapy, City Hall office space, the Kenai Health Center space and Serenity House Treatment Center.

IMPLEMENTATION: This policy will be in full effect on September 5, 2005.

RESPONSIBILITY: All CPGH employees, all volunteers, physicians, patients, visitors, contractors, vendors and subcontractors in CPGH buildings and on CPGH grounds.

PROCEDURE: **EMPLOYEES AND VOLUNTEERS:**

1. All CPGH staff are expected to take reasonable steps to help support this policy. CPGH employees and volunteers are asked to communicate this policy with courtesy, diplomacy, and compassion. Employees and volunteers should remind tobacco users that the campus is tobacco-free.
2. All staff that use tobacco products are encouraged to utilize the tobacco cessation services offered by the hospital. To assist staff and volunteers in quitting smoking, CPGH provides the following resources:
 - a. Free cessation classes offered through the Quality Management Department.
 - b. One-on-one consultations and group programs.
 - c. Any employee/spouse covered by the hospital's medical insurance policy are eligible for prescriptions for smoking cessation medications. Employees are responsible for contacting the hospital insurance carrier for details of this coverage.
3. Employees who do not wish to quit smoking are eligible for assistance in abstaining from tobacco use while on duty in the form of a tobacco abstinence start-up kit provided by CPGH.
4. Employees witnessed using tobacco products while on duty will be advised that they are violating the Tobacco Free Campus policy. If a department director witnesses an employee smoking, the employee's director and Human Resources will be notified. Additional occurrences by the employee will result in disciplinary action up to and including termination. For additional information, reference policy HR-306, Dress Code/Personal Appearance of Employees, Section 1.f. and the Collective Bargaining Agreement between CPGH/ANA Section 6.15 Tobacco Free Campus.

VISITORS

1. Hospital visitors are not permitted to use tobacco products while on the CPGH campus. Visitors will be reminded of the ban of tobacco products on the campus. Any staff member can make this notification. If the visitor refuses to comply with the policy the staff member should contact Security and ask them to assist. Security will inform the visitor that CPGH is a tobacco free facility and their compliance with the policy is appreciated, as the second hand smoke produced is harmful to our patients, other visitors and our staff.

PATIENTS

1. Patients who are tobacco product users may be offered/prescribed a medically appropriate Nicotine Replacement Therapy (NRT). There will be no hospital charge for patients electing to utilize the NRT to assist them with abstinence from smoking during their hospital stay. Patients are encouraged to send all tobacco products they have with them home with a friend or relative. Patients will be offered additional educational information on smoking cessation during their stay.
2. Patients who refuse the NRT and insist on using tobacco products will be informed that they are doing so against hospital policy.
3. Physicians will not write orders for patients to smoke while on the campus of CPGH.
4. Physicians' offices have been provided with CPGH brochures indicating/reminding patients that CPGH is a tobacco free campus and that patients should consult with their physician regarding orders for NRT while on CPGH property.

CONTRACTORS, SUB-CONTRACTORS, VENDORS:

1. Contractors, sub-contractors, and vendors while being oriented to the environment of CPGH, will be informed of the tobacco-free campus policy. It will be the responsibility of the contract supervisor to ensure that his work force does not smoke on CPGH property.

REFERENCE:

Cross

HR-306 Dress Code/Personal Appearance of Employees

CP-154 Tobacco Free Guidelines

Section 6.15 Tobacco Free Campus-Collective Bargaining Agreement (CPGH/ANA)

David D. Gilbreath, President/CEO
Central Peninsula General Hospital

Date

Review Dates:

Original Date of Policy: 09/05

Revision Dates: