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TITLE: SMOKE FREE ENVIRONMENT

APPROVAL: _____
President and C.E.O.

President and C.E.O., Advantage Health

Pharmacy and Therapeutics Committee Chair

ORIGINATOR: Director, Human Resources

POLICY STATEMENT: It is the policy of Saint Mary's, Advantage Health, and our Health Clubs to provide an environment free of tobacco use. This policy exists as one of many methods for Saint Mary's to promote and encourage healthy lifestyles throughout our community.

ELIGIBILITY: Individuals covered by this policy include, but are not limited to, employees, patients, volunteers, visitors, physicians, residents, students, emergency medical staff, and contractors.

GENERAL PROVISIONS

1. Geographic Areas Covered by Policy
 - a. For buildings / properties wholly owned by Saint Mary's (including *properties of which a portion is leased to others*):
 - No Smoking in the buildings, on the property, or in the parking lot.
 - Discouraged smoking on side-walk contiguous to the property, as well as in automobiles in parking lot.
 - b. *For buildings / properties that Saint Mary's does not own, but leases a portion of the property:*
 - No Smoking in the building and on the property associated with our lease.
 - Discouraged smoking in the parking lot and/or sidewalk contiguous to the property.
 - c. *For buildings / properties owned by more than one company:*
 - No Smoking in the building and on the property owned by Saint Mary's.
 - Discouraged smoking in the parking lot and/or sidewalk contiguous to the property.
 - d. *For buildings / properties that have "common areas" associated with multiple owners/renters:*
 - No Smoking in areas clearly identified as "Saint Mary's."
 - Discouraged smoking in the parking lot and/or sidewalk contiguous to the property.
 - e. *For property that has buildings designated as Saint Mary's facilities on both sides of the street:*

- No smoking in any area between the buildings including the sidewalk, lawns, gardens or street.
Includes Lafayette from Cherry to Wealthy and Cherry street from Jefferson to Lafayette.
2. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking.
 3. Clinical Staff Responsibilities / Inpatient Smokers
 - a. Physicians - The attending physician should assess and discuss the need for Nicotine Replacement Therapy (NRT) with the patient, and if indicated, write an order for NRT using the NRT physician order form.
 - b. Nursing - Upon admission, the registered nurse will ask each patient if they currently use tobacco and document the response on nursing assessment document, Part B. For those patients that respond affirmatively the registered nurse will make a referral to the social worker for tobacco cessation counseling.
 4. Visitors
 - a. Informational cards will be available for all staff to give to visitors who are observed smoking on Saint Mary's property. Employees can use the card as a cue to format discussion with the visitor by explaining Saint Mary's policy and if they are interested where they can go for Tobacco Cessation Counseling. (National studies have confirmed that three quarters of smokers report that they would like to quit.)
 - b. Nicotine gum is available for visitors upon request to help alleviate cravings and discomfort. Nicotine gum will be dispensed by the registered nurse from the Pyxis medstation on each nursing unit. An informational leaflet will be given to the visitor along with the gum.
 5. Employee Responsibilities – All Staff
 - a. All employees are expected to honor the intent of this policy, which is to eliminate exposure to second hand smoke for all patients, visitors and employees. Employees are expected to maintain our commitment to a professional image and utilize the programs and services available to avoid smoking during the shift and to avoid exposing patients, visitors and co-workers to second hand smoke retained on clothing.
 - b. Employees are expected to comply with the time keeping policies and clock in and out when leaving the campus to smoke at any time during their shift. Employees who smoke on the sidewalk are considered to have left the campus for the intent of this policy.
 - c. Appropriate protocols include, but are not limited to politely reminding the individual about Saint Mary's Smoke Free Environment Policy and offering information related to smoking cessation/nicotine replacement.
 - d. Employees who fail to comply with this policy will be subject to disciplinary action as outlined in the Employee Counseling and Corrective Action Policy/Procedure.
 - e. Nicotine gum will be available for staff members on each nursing unit, as well as in the Occupational Health Office during regular business hours. It can also be obtained at the Saint Mary's Family Pharmacy.

6. Patient Responsibilities

At the time of admission, patients will be advised that Saint Mary's is a Smoke Free campus, that leaving the nursing unit to smoke is without physician permission and that doing so is strictly at the patient's own risk.

This policy/program is offered and interpreted at the sole discretion of Saint Mary's and can be modified or terminated without prior notice. Participation in this policy/program does not confer any right of continued employment or any other employment rights upon the employee.