

**Tobacco Free Hospital Campus Forum**  
**January 24, 2007 - Meeting Minutes**  
**Good Samaritan Medical Center, Lafayette, CO, 12:30 – 1:30pm**

**Attendance list:** *National Jewish Medical and Research Center* - Fred Wamboldt and Susan Roll; *Denver Health Medical Center* - Lynn Ercolani, *Exempla Good Samaritan Medical Center (Lafayette)* - Mary Jackson; *The Children’s Hospital (TCH)* – Diane Herrick, Sue Jordan, Amanda Yocum, *Exempla Lutheran Medical Center* – Carol Salzman; *Exempla Saint Joseph’s Hospital* – Barb Hester; *Boulder County Hospital* - Janice Blankenship, Jim Peters; *Saint Anthony Hospital* – Scott Reistad; *Medical Center of Aurora* – Debra Diggin; *University of Colorado Hospital* – Mark Merritt; *Porter Adventist Hospital* – Kelli Dahl

*Colorado Clinical Guidelines Collaborative (CCGC)* – Alison Long

*Health Departments:* *Boulder County Health Dept.*- Nick Robles; *Larimer County Health Dept.* – Nancy Grove, Christy Gastelle; *Tri-County Health Dept.* – Sharon Tracey; *Weld County Health Dept.* Joe Fleming; *El Paso County Health Dept.* - Lynette Reagan; *Jefferson County Health Department*– Erin Carroll; *Denver Public Health* - Tracey Richers Maruyama, Amber Leytem, Beverly Tafoya-Dominguez.

Agenda Item	Discussion	Follow-up
Introductions	All attendees gave their name and position, health agency or institution.	
Hospital policy announcements/updates	<p>Tracey Richers Maruyama opened the discussion by giving a brief history of the forum and describing the four positions hospital are in regarding a 100% tobacco free hospital policy:</p> <p>1) tobacco free now, 2) will implement a tobacco free policy this year/early next year, 3) in process, 4)no action/fear of change.</p> <p>Fred Wamboldt of National Jewish Hospital and Mark Merritt from University of Colorado hospital mentioned that nationally, 99.99% of hospitals have some sort of smoke-free policy – some with smoke-free building and/or grounds policies with designated outdoor smoking areas.</p> <p>Christy Gastelle of the Larimer County Health Department announced they have a Tobacco Free Hospital Checklist they wish to begin to pilot and asked for hospital representatives to volunteer and try out the checklist.</p> <p>100% Tobacco Free hospital campus policies to be implemented:            The Porter Adventist Hospital campus on March 1, 2007!            The Children’s Hospital (TCH) campus on July 2, 2007!            Memorial Hospital on November 15, 2007!            St. Joseph’s Hospital campus by January 1, 2008!</p>	<p>Please supply a copy of your policy via email to <a href="mailto:cgastelle@larimer.org">cgastelle@larimer.org</a></p>

Barb Hester from Saint Joseph's Hospital volunteered to host the April Forum. Forums are held at hospitals. If you would like to host a Form at your hospital please let Tracey know.

Mark Merrit of the University of Colorado Hospital announced that the Board of Respiratory Care Meeting would be taking place on January 26<sup>th</sup>, 2007 and they would let participants know about the Tobacco Free Hospital Forum.

Lynette Reagan from the El Paso Health Department in Colorado Springs reported a setback with the Memorial Hospital effort. Apparently, employees decided to take tobacco breaks on the porches of neighboring homes without the permission of the owners. The neighbor's complaints resulted in the establishment of an outdoor smoking area on the top floor of the parking garage (out of plain sight). Some progress has been made; QuitKits have been made available through the health department. The health department was not consulted when the initial tobacco free policy was developed. Perhaps the health department could have been of assistance in helping Memorial to resolve the situation without resorting to allowing smoking on campus once more. The alternative suggested to those in the planning stages was to include neighbors and the health department in the planning process and encourage administrators to support the neighbor's efforts in contacting the police and prosecuting trespassers.

TCH: On July 2, 2006 the CEO of The Children's Hospital and the Vice President of Human Resources sent a letter to the leadership team. The VP of HR held a meeting with the new CEO and the team to give them an overview of the new policy. Next week a letter from the CEO about the new policy will be sent to every employee and there will be brown bag meetings and presentations from the implementation team to discuss the new policy with employees. A more challenging venue will be working with the physicians and getting their buy-in. The new policy includes plans to sell NRT gum to employees and to promote the QuitLine as the number one option to help employees quit using tobacco. They will also offer one set of free cessation classes through the employee assistance program (EAP), the Mayo Clinic Cessation Program was mentioned as being used when another Children's Hospital went tobacco free, but is considered expensive.

St. Joseph's Hospital: Barbara Hester discussed the steps they have been taking to become a tobacco free campus in January of 2008. They met first with the Employee Council and have discussed the new policy with the Marketing

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	<p>Department and other departments involved. They have reviewed policies sent from around the nation and are currently drafting their own policy. They will host a meeting in April to introduce the new policy. The policy will include the Mullen Building and Franklin Pavilion once they are built. A common policy will have to be explored and developed for leased property. The Kaiser facilities will not be included in the ban because they are a separate entity. TCH and St. Joseph's staff members will not be permitted to smoke in any facility, however. Barb requested assistance from Forum members: needed are examples of physician order sets to help with in-patient tobacco users in need of NRT.</p> <p>Tracey announced that if Forum members need assistance with anything regarding tobacco issues on hospital campuses to let the Forum members know so they can help each other out. Tracey announced that Bill Horner, from North Colorado Medical Center, who could not attend this month's Forum, mentioned that they are nearing the final phase of their policies and procedures update and may be asking the Forum for feedback and suggestions once the policy becomes available for Forum members.</p> <p>The CCGC is almost finished with their cessation guidelines and materials will soon become available. Pharmacotherapy recommendations for tobacco cessation will be provided.</p>	<p>Email sample NRT order sets to Barb at <a href="mailto:Hesterb@exempla.org">Hesterb@exempla.org</a>.</p> <p>Available February 2007 from <a href="http://www.coloradoguidelines.org">www.coloradoguidelines.org</a></p>
<p>How are Forum members dealing with employees regarding policy changes.</p>	<p>Mark Merritt brought up the point about safety, liability and workmen's compensation issues with regards to employees congregating to smoke off campus while on the clock. Tracey agreed that this issue is problematic for many hospitals, especially those who have busy intersections right off campus. Several health department representatives mentioned that this is a similar problem at high schools with students crossing busy streets to smoke off school grounds.</p> <p>TCH representatives advised that they have a policy forbidding employees from smelling of cigarette tobacco while on duty and McKee, Vista and Porter Adventist have policies forbidding employees to smell of tobacco while on the job. Respiratory therapy staff members are routinely told that they will be asked to change clothes if they smell of tobacco or strong perfume as these can adversely affect patient's health status. TCH encourages employees to use NRT while at work, gum seems effective.</p> <p>Hiring practices at some facilities are based on whether or not employees smoke and new employees are told that they must be free of the odor of tobacco while on duty in these facilities and these were recommended to the forum members as</p>	<p>Plan to discuss possible solutions to this issue at the future meetings.</p>

	<p>being easy to implement.</p> <p>Some hospitals still have physicians who allow terminally ill in-patients to smoke. It was suggested that perhaps marinol could be used in these instances rather than allowing the patient to smoke.</p> <p>Contrary to popular belief and the fact that mental health patients utilize tobacco to self-medicate, some mental health facilities have been successfully implementing tobacco-free policies. Tracey will look into any issues regarding tobacco-free policies in these facilities/areas.</p>	
<p>Assistance provided by hospitals.</p> <p>Handout</p>	<p>TCH is planning to use Omnicell medication dispensing systems to distribute and track NRT medications. The medications will be provided free of charge to staff members. The NRT medications will come with instructions on use and will be signed out. Patients, visitors and staff who plan ahead will also be able to get free NRT from the QuitLine. NRT patches, gum and lozenges will also be available for sale at the gift shop. Some facilities, like TCH, recognize the importance of family support in the tobacco cessation process. One hospital is planning to provide cessation classes for the employee and family members charging a \$25 fee initially which is returned upon completion.</p> <p>Tracey distributed a handout regarding topics about 1.) how are you working with employees regarding your policy change, 2.) employees approaching people who are smoking on campus and 3.) how are you working with patients and visitors regarding your policy change? Tracey highlighted what some activities other hospitals across the nation are doing. How punitive will the policies be? TCH plans to follow a strict policy, but foresees a struggle. Mary from Good Samaritan says they will need to revisit policy, but realize that there will always be violators and that verbal warnings will be provided. These policies are being used to develop a cultural change and micromanaging will not provide that. If employees understand policy and buy into it, that will advance the culture of change.</p> <p>Diane (TCH) feels that scripting scenarios for employees will help them be more comfortable about approaching smokers on campus. The focus should be on positive messages of support and NRT availability. The OMNI medication administration system will be a useful means of gate-keeping and allowing for education on use of NRT medications and tracking the amount of NRT medications dispensed.</p> <p>Lynette Reagan informed the Forum about a hospital in Phoenix, AZ (St. Joseph's</p>	

<p>Technical assistance, resources, &amp; support</p>	<p>Hospital and Medical Center) who published and distributed a tobacco free campus brochure a year in advance of the change and this seemed to help with compliance. However, the hospital has a designated smoking area for family members outside of the emergency department, so they really are not 100% tobacco free.</p> <p>As mentioned previously, employees may become angry, but if the hiring practices reflect the new policy it should not be a problem. For instance, some facilities have a policy that coming into work smelling of tobacco smoke is grounds for discipline and one hospital (outside of Colorado) has a policy that coming into work smelling of tobacco is grounds for termination. TCH has a policy that forbids smoking in vehicles and parking structures. Some facilities ask that new employees be tobacco-free for over a year before hiring.</p> <p>Your county health department/nursing service has a tobacco prevention and education program and they can be an important resource for tobacco education, prevention, policy and cessation technical assistance.</p>	<p>To find the tobacco prevention program in your county health department/nursing service visit click on the "STEPP STAFF and GRANTEE DIRECTORY" drop-down menu on the home page to find your local health department contact information.</p> <p><a href="http://www.steppcolorado.com/(ykvulu451ief1inhythixeu2)/index2.aspx">http://www.steppcolorado.com/(ykvulu451ief1inhythixeu2)/index2.aspx</a></p>
<p>Other items of discussion</p>	<p>Scott Reistad inquired about a "standard" or "Best Practice" tobacco free hospital campus policy where all the hospitals meet the same policy standards across the board. One has not been developed, however, Nancy Grove, Lead Coordinator at the Larimer County Department of Health and Environment, expanded upon the information Christy Gastelle announced regarding their tobacco free hospitals standards checklist project. Nancy and her staff have reviewed many tobacco free hospital campus policies and they are developing a standards checklist to help hospital administrators with implementing a tobacco free campus. This checklist could help develop a "Best Practices" policy. They would like hospital representatives to volunteer to pilot the project.</p> <p>Ideally a toolkit could be developed or modified for use in Colorado such as the kit developed for CDC at UMHS available on CD ROM and on the Website.</p> <p>TCH representatives mentioned that health promotion policies should be implemented for everyone, different policies for different groups leads to too many grey areas. Having clinical and HR staff involved in the development of the policies will help resolve these issues.</p> <p>Nicotine dependence is listed as a clinical diagnosis at Kaiser and that may also be a way to address the issue.</p>	<p>For more info, contact Nancy Grove at 970-498-6753 or email her at: <a href="mailto:grovenl@co.larimer.co.us">grovenl@co.larimer.co.us</a></p> <p>See UMHS toolkit on theWeb: <a href="http://www.med.umich.edu/mfit/tobacco/requestSFE.htm">http://www.med.umich.edu/mfit/tobacco/requestSFE.htm</a></p>

	<p>The issue of vendors was also brought up. TCH has not tackled that issue yet. McKee says that they have posted signs and have given out cards to let vendors know about the tobacco free policy in place there.</p> <p>Getting input or support from the Colorado Hospital Association should be addressed at the next meeting. Pamela Drake was suggested as a potential speaker.</p>	Tracey Richers Maruyama will follow up with the CHA.
February Forum –	<p>Wednesday, February 28, 2007 12:30 – 1:30 The Children's Hospital, Denver The Founders Room; parking garage validation will be provided Lunch will also provided</p>	Contact Diane Herrick, Clinical Coordinator Resp. Care at 303-861-6601 or <a href="mailto:herrick.diane@tchden.org">mailto:herrick.diane@tchden.org</a>
March Forum –	<p>Wednesday, March 28, 2007 12:30 – 1:30 Porter Adventist Hospital, Denver Lunch will be provided</p>	Contact Kelli Dahl in Public Relations at 303-765-6147 or <a href="mailto:kellidahl@centura.org">kellidahl@centura.org</a>
April Forum –	<p>Wednesday, April 25, 2007 12:30 – 1:30 Saint Joseph's Hospital, Denver Lunch will be provided</p>	Contact Barb Hester at 303- <a href="mailto:Hesterb@exempla.org">Hesterb@exempla.org</a> .

Minutes taken by: Beverly Tafoya-Dominguez