POLICY - PROCEDURE

PROWERS MEDICAL CENTER

TITLE: Tobacco-Free Campus **DEPARTMENT:** Human Resources

ORIGINAL: # July 1, 2009
REVISED: #_____ DEPT. HEAD:_____ ___20__
REVISED: #_____ ADMINISTRATOR:_____ ___20_
REVISED: #_____20_ MEDICAL STAFF:_____ ___20__
REVISED: #_____20_ CHIEF OF STAFF:_____ ___20__
REVISED: #_____20_ GOVERNING BODY:_____ ___20__

PURPOSE: Prowers Medical Center is committed to promoting health, wellness, prevention and the treatment of diseases within the community as well as to provide a safe, clean and healthy environment. Prowers Medical Center serves as a role model for our community in the area of promoting the good health of our staff and influencing public attitudes about the use of tobacco. This policy is established to minimize adverse health effects to patients, visitors, medical staff and team members; to reduce risk of fire for all of the above; to promote health; and to serve as a community role model. The Medical Staff at Prowers Medical Center has fully endorsed the enforcement of this tobacco-free policy.

POLICY: To establish and maintain the safest possible environment in which to deliver quality healthcare, smoking and/or the use of other tobacco products is prohibited in any buildings and on any property owned or leased by Prowers Medical Center. This includes parking areas, company vehicles, and team member vehicles parked on PMC property. Prowers Medical Center also discourages smoking within the visual periphery of the main hospital campus and other PMC off-site locations.

This policy pertains to everyone, including Team Members, Patients, Visitors, Vendors, Volunteers, Contractors, Medical Staff and Supplemental Staff employed through contract agencies.

For those team members who choose to leave the PMC campus to smoke, they will be required to clock out prior to leaving and clock back in upon their return to campus. As further courtesy to our hospital guests and other team members, those individuals identified above are not to smell of smoke while on the hospital campus. Individuals who do smell like smoke may be asked to correct the situation as deemed appropriate. Team members will not be compensated for time lost due to this issue.

PROCEDURE: Communication of the policy will be by signage at hospital campus entrances, building entrances, parking areas and reminders from staff when necessary. Job applicants will be notified of the policy upon application. Human Resources will review the policy at all New Hire Orientations.

This policy pertains to all persons while on the hospital campus. Violators will be addressed in accordance with the Prowers Medical Center Disciplinary Action policy.

All staff will be responsible for the enforcement of this policy. Any colleague, patient or guest violating the tobacco free policy will be asked by a fellow colleague or a member of management to discontinue using their tobacco product. Department Managers and/or Supervisors are responsible for managing this policy with their respective work areas. Department Managers and/or Supervisors (progressing to the Administrator on-call) are responsible for upholding this policy in all patient areas.

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