

<b>CHOWAN HOSPITAL PERSONNEL POLICY</b>	
<b>SUBJECT: Tobacco Free Environment</b>	<b>Page 1 of 2</b>
<b>ORIGINAL: May 31, 2006</b>	<b>REVISED:</b>
<b>PREPARED BY: Tobacco Free Task Force</b>	
<b>APPROVED BY:</b>	

**PURPOSE**

In our commitment to health promotion and disease prevention, Bertie Memorial and Chowan Hospitals, integral parts of University Health Systems, promote tobacco free healthy lifestyles in our hospitals and communities.

Tobacco products are a major cause of preventable disease and death. Bertie Memorial and Chowan Hospitals are committed to providing a safe, clean, and healthy environment for our patients and staff, as well as promoting health, wellness, prevention and the treatment of diseases within the community. Bertie Memorial and Chowan Hospitals serve as a model for our communities in the area of promoting the good health of our staff and influencing public attitudes about tobacco products. Therefore, Bertie Memorial and Chowan Hospitals provide a total tobacco free work environment and offer resources designed to assist staff members, patients and visitors in adhering to this commitment.

**POLICY**

It is the policy of Bertie Memorial and Chowan Hospitals to provide a tobacco free workplace and environment, prohibiting use of all tobacco products on premises owned or leased, excluding leased common areas shared with other agencies. This policy applies to all persons, including staff, physicians, patients, visitors, students, vendors, contractors, subcontractors, volunteers and others in Bertie Memorial and Chowan Hospitals' buildings, on Bertie Memorial and Chowan Hospitals' (leased or owned) grounds (collectively referred to herein as "premises"), excluding common areas shared with other agencies, parking lots and ramps, and in all Bertie Memorial and Chowan Hospitals' owned vehicles. Staff, physicians, patients, visitors, students, vendors, contractors, subcontractors, and volunteers (collectively referred herein as "visitors") are prohibited from using all tobacco products on all Bertie Memorial and Chowan Hospitals' premises.

Staff members are prohibited from trespassing and/or occupying adjacent properties for reasons such as to utilize tobacco products.

The use of tobacco products is prohibited in personal or private vehicles if the vehicle is on Bertie Memorial and Chowan Hospitals' owned or leased properties.

**Exception:**

The following criteria have been developed to identify patients who may be considered exceptions to the tobacco policy:

- Current residents of Chowan Hospital's Skilled Nursing Facility who use tobacco products are exempt and may use tobacco products in designated areas only. Any resident admitted after May 30, 2006, will be informed of the tobacco free policy prior to admission and is expected to abide by the policy.

## PROCEDURE

1. Bertie Memorial and Chowan Hospitals' staff, physicians, patients and visitors and others in leadership will be oriented to this Tobacco Free Policy.
2. All Bertie Memorial and Chowan Hospitals' staff and leadership will observe and promote compliance with this Tobacco Free Policy
3. Signs will be posted at each facility and displayed in prominent, visible areas regarding use of tobacco products in accordance with this policy.
4. **PATIENT:** Patients who use tobacco products will be provided information/education on treatment options for tobacco cessation.

If the patient is noncompliant with this policy, the following steps will be taken in the order listed:

- a. Staff will re-educate the patient on the Tobacco Free Environment Policy and document in the medical record the education discussion and alternatives to tobacco products offered to the patient.
  - b. Staff will ask the patient to surrender the tobacco products.
  - c. Staff will contact the physician, who will be asked to discuss health/safety concerns with the patient.
  - d. 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.
5. **VISITOR:** If a visitor is non-compliant with this policy, the following steps will be taken in the order listed:
    - a. Courteously remind the violator of this tobacco free policy and suggest that the tobacco product be discarded.
    - b. When witnessing the violation of this policy, staff members are encouraged to report said violation following the standard chain of command.
    - d. Visitors who refuse to comply with this policy may be asked to vacate the premises.
  6. **STAFF:**
    - a. Human Resources will inform employment candidates of this policy during interviews.
    - b. Tobacco cessation material will be available to all Bertie Memorial Hospital and Chowan Hospital employees through the Human Resources Department(s).
    - c. Staff members who utilize tobacco products on Bertie Memorial and Chowan Hospitals' premises will be subject to corrective action up to and including termination from employment pursuant to the Human Resources' Disciplinary Action policy.