

GBMC

MANAGEMENT POLICY AND PROCEDURE MANUAL VOLUME I - ADMINISTRATIVE

SMOKE-FREE/TOBACCO-FREE ENVIRONMENT POLICY

APPROVAL: ***EFFECTIVE 01/01/06***

President

I. PURPOSE

To provide a smoke-free and tobacco-free environment to employees, patients (inpatients and outpatients), volunteers, visitors, physicians, residents, students, emergency medical staff, contractors, and others.

To promote and encourage healthy lifestyles throughout our community.

II. POLICY

In general, smoking and the use of tobacco products is not permitted by employees, patients, volunteers, visitors, physicians, residents, students, emergency medical staff, contractors, tenants and others on the campus of GBMC and other geographic areas as defined by this policy.

Smoking is not permitted in Hospital owned vehicles.

Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking.

Smoking in personal vehicles is permitted. All smoking materials must be extinguished inside the vehicle

III. PROCEDURE

A Geographic areas covered by policy:

1. Buildings/properties on the main campus of GBMC including properties of which a portion is leased to others such as the Hospital, Physicians Pavilions East, West and North. No smoking in the buildings, on the property, or in the parking lots and garages. Smoking is permitted in

personal vehicles. All smoking materials must be extinguished inside the vehicle. The use of tobacco products is discouraged within the visual periphery of the grounds (i.e. Charles Street entrance).

2. Buildings/properties that are not on the main campus and are wholly owned and/or GBMC does not own, but leases a portion of the property such as Deereco Rd, Gibson Bldg, and various GBMC-owned physician office practices. No smoking in the building and GBMC employees will follow the policies and procedures established by the property manager/landlord.

B Clinical Staff Responsibilities/Inpatient Smokers:

1. Physicians: The attending physician should assess and discuss the need for Nicotine Replacement Therapy (NRT) with the patient, and if indicated, write an order NRT using the NRT physician order form. When a patient is admitted for elective surgery or a procedure, the attending physician should discuss the Smoke-Free/Tobacco-Free Environment policy before hospitalization.

A physician's order to allow a patient to smoke ("a smoke break") will not be honored except for terminal patients in appropriate areas. The Nursing staff should follow Administrative Policy # 481, "Notification of Patient Change in Condition and Conflict Resolution," as needed to resolve any conflicts.

2. Nursing: Upon admission, the registered nurse will ask each patient if they currently use tobacco and document the response in the patient database. For those patients that respond affirmatively the registered nurse will provide the approved patient educational materials.

From time to time, a physician may write an order to allow a patient to smoke ("smoke break"). The physician will be advised that the order will not be honored except for terminal patients in appropriate areas. The Nursing staff should follow Administrative Policy # 481, "Notification of Patient Change in Condition and Conflict Resolution," as needed to resolve any conflicts.

3. Registration: At the time of pre-registering a patient for surgery or a procedure, the registrar will advise the patient that they will be cared for in a smoke-free environment and advise the patient to discuss their needs during hospitalization with their physician.

C. Visitors

1. Informational cards are available for all staff to give to visitors who are observed smoking on GBMC property. Providing informational cards creates an opportunity to educate and intervene. Staff can use the card as a cue to format discussion with the visitor by explaining GBMC's policy.
2. Nicotine replacement therapy (NRT) is available for visitors upon request to help alleviate cravings and discomfort. Distribution locations include OB Admitting and the Main Desk. An informational leaflet will be given to the visitor along with the NRT.
3. For those visitors that fail to comply with policy, Security shall be contacted at x-2222 to escort the visitor from the premises.

D. Employee Responsibilities (includes everyone):

1. All employees are accountable and responsible for utilizing appropriate protocol for occasions when any person uses tobacco products in prohibited areas. Appropriate protocols include, but are not limited to politely reminding the individual about GBMC's Smoke-Free and Tobacco-Free Environment Policy and offering information related to smoking cessation/nicotine replacement (informational card).
2. All employees have access to informational cards for visitors observed smoking and are encouraged to address visitors who may be unfamiliar with our policy.

E. Patient responsibilities :

1. At the time of admission, patients will be advised of GBMC's Smoke-Free/Tobacco-free Environment policy and that leaving the nursing unit to smoke is without physician permission and in doing so is strictly at the patient's own risk.
2. Patients that fail to comply with the policy will be transferred to another Hospital for their care.

F. Discipline

1. Employees who fail to comply with this policy will be subject to disciplinary action.

- a. First violation: Verbal warning. Tobacco counseling optional.
- b. Second violation within a rolling twelve-month period:
Written warning. Tobacco counseling optional.
- c. Third violation within a rolling twelve-month period :
One-day suspension. Mandatory tobacco counseling
- d. Fourth violation within a rolling twelve-month period:
Termination

G. Contracts

To the extent that a collective bargaining agreement or individual contract covering an employee's employment is inconsistent with this policy, the collective bargaining agreement or contract takes precedence.

Cross Reference Topics:

Executive Staff:	10/12/05
Date Distributed:	01/01/06
Responsible for Review:	VP Facilities and VP Human Resources
Date:	10/20/76 07/26/78 02/03/83 08/15/84 11/18/87 02/11/88 10/26/89 03/12/91 03/17/92 12/30/93 12/20/96 03/27/97 06/14/99 01/11/00 01/20/03 10/12/05