

Cameron Memorial Community Hospital
416 East Maumee Street
Angola, Indiana 46703
(260) 665-2141

*Title of Policy/Procedure: **Tobacco Free Campus** (EFFECTIVE 7/04/12)*

Purpose:

It is the policy of Cameron Memorial Community Hospital to promote the health, well-being, and safety of its patients, visitors, and employees while on the Hospital campus. Tobacco is a proven health and safety hazard, both to the tobacco user and to nonsmokers who are exposed to secondhand smoke, carrying very serious health risks. It has been proven to be the leading cause of preventable death in the United States, and is inconsistent with our healthcare mission.

The Hospital is committed to:

- Create and provide a safe and healthy environment for all of its patients, employees, physicians, volunteers, and visitors.
- Present a positive image to the public by not using tobacco on the hospital property.
- Assist patients, employees, and dependents who wish to quit using tobacco products.

Definition:

Tobacco use refers to the use of any tobacco products, including smokeless tobacco products.

Policy:

The use of tobacco products is prohibited:

- In all areas within hospital buildings;
- On all hospital property and grounds, whether owned or leased, including parking lots and adjacent sidewalks.
- In all vehicles owned, leased, or rented by the hospital;
- In all vehicles when parked on hospital property.

This policy covers all individuals working, visiting, or receiving medical care within the boundaries of the hospital property. This policy also includes volunteers, physicians, vendors, and contractors.

General Policy Provisions:

1. No tobacco products shall be used anywhere on the hospital property.
2. Signs stating that the entire hospital campus is tobacco-free will be prominently posted at all campus and building entrances and in other conspicuous places. All ash receptacles will be removed from the hospital grounds.
3. The hospital will post this policy in employee common areas. Supervisors will be responsible for notifying their employees of the provisions of this policy and assisting with enforcement. Prospective employees will be advised of this policy during the interview process to determine their continued interest in the position. New employees will be advised of the provisions of this policy during new employee orientation. This policy will be communicated to the public through signs, announcements, newsletters, advertisements, media events, and the hospital website. All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy to patients and visitors.

4. Cameron will periodically offer free smoking cessation classes to employees and their dependents. Contact Community Health at extension 378 for more information.
5. Cameron will supply nicotine gum at no charge to employees and their dependents for up to a maximum of three (3) months. Cameron will supply nicotine patches at no charge to employees and their dependents for an eight (8) week period: (28mg for four (4) weeks, 14mg for two (2) weeks, and 7mg for two (2) weeks). Cameron will be offering acupuncture with Dr. Bretz for up to 3 visits. Please contact Cameron's pharmacy for supplies or if you have questions contact Community Health at extension 378.
6. Cameron will refer employees to the Indiana state quitline (1-800-Quit Now, 1-800-784-8669), as appropriate. Contact Community Health at extension 378 for more information.
7. Employees smoking or using tobacco products on the hospital campus are in violation of the stated policy and subject to corrective action, as follows:
 - A. First Offense – verbal warning
 - B. Second Offense – written warning
 - C. Third Offense – three (3) day suspension without pay
 - D. Forth Offense – will result in termination

Violations will be documented on a counseling form. Employees will be educated on the policy and information will be shared about opportunities for tobacco cessation classes and Indiana state quitline at 1-800-Quit NOW throughout the corrective action process.

8. Violations of this policy by volunteers, students, or contracted employees will be addressed through respective Supervisor/Department Director.
9. Security and staff are responsible for approaching employees, patients, and visitors who are violating this policy to remind them of the policy and to complete an incident report in Quantros regarding employee violations for supervisory follow up.
10. Patients and visitors will be notified of this policy prior to arrival whenever possible or during the admission process.
11. Patients who use tobacco products will be advised by their nurse or physician regarding the policy, and will be offered cessation counseling and nicotine replacement therapy. A patient who insists on using a tobacco product (after all other means of care and counseling have been exhausted) will be asked to leave the hospital grounds and to sign an AMA (against medical advice) form. The patient's medical/mental status would need to be evaluated. The House Supervisor and the attending physician will be notified. Security should be requested for standby. The patient will be escorted to the door of the building but not escorted outside. Appropriate forms will be completed for the patient's record and actions will be documented.
12. Standing orders approved by the medical staff may be requested for a nicotine dependent patient, if clinically indicated.
13. Visitors will be informed of the policy and offered alternatives to using tobacco products on campus (for example, sugar-free hard candy, gum). These items will be available at the receptionist area in the lobby, Emergency Department, Medical/Surgical Department, and O.B. Department.

- 14. Neighboring properties will be notified of the new policy and its effective date, and provided with a contact in the Security Department to contact regarding concerns such as loitering and littering.
- 15. Any questions regarding this policy should be addressed to your Department Director or to the Human Resources Director.

Gregory Burns, C.E.O.

Revised	7/12				
Reviewed					

11/22/05

Location: Manager's Guide