

## **TRAINING MODULE: SMOKING / TOBACCO-FREE CAMPUS**

### **PURPOSE:**

To meet the requirements for hospital licensure by the Missouri Department of Health and Senior Services' as set forth in Chapter 197, R.S.Mo, 19 CSR 30-20.011, 021, and 19 CSR 20-20.080, prohibits the use of tobacco products on all hospital-operated facilities. As the healthcare leader in the community, Bates County Memorial Hospital and Family Care Clinics are obligated to strongly assert the risks of tobacco use to employees, patients, and the public. Establishment of a tobacco-free environment clearly states our commitment to promote healthy lifestyles. The health hazards of tobacco are well recognized and the use of tobacco products by our employees, physicians, contracted staff, patients and visitors on our premises compromises our standards as a progressive, health-conscious healthcare organization.

It is not the intent of BCMH to control any person's choice to use tobacco products away from the physical environment of BCMH, but to create a healthier environment for everyone who works at BCMH, receives care, or is a visitor.

### **EMPLOYEES/CONTRACTED STAFF/VOLUNTEERS:**

- At the time of interview and hire, potential employees are informed of the tobacco-free environment.
- New employee orientation discusses the tobacco-free policy and programs.
- Adherence to this policy is a condition of contract/employment and a condition of volunteer status.
- To assist employees in eliminating tobacco consumption, the Tobacco-Cessation Employee Assistance Guideline is available to full-time and part-time employees.
- Employees are not permitted to leave the property during their rest break periods as this is paid hospital time.
- Employees, contracted staff, and volunteers are not to use tobacco products in their vehicles located on hospital operated property.
- In consideration of being a good neighbor, employees, contracted staff, and volunteers while on duty are not to use tobacco products in front of or around homes and businesses adjoining BCMH property.
- Non-compliance of this policy by employees will be dealt with according to the hospital's Progressive Disciplinary Procedure Policy.
- It is the responsibility of the Chief Executive Officer, together with department managers, to ensure enforcement of this policy.

### **VISITORS:**

- Employees who observe visitors who are using tobacco products on Hospital operated property shall respond as follows:
- With courtesy and diplomacy, advise the visitor of the hospital's tobacco-free policy.
- Request the visitor not to smoke or use tobacco.
- If the visitor refuses to abide by this policy, the employee will notify his/her supervisor, nursing supervisor, or Chief Executive Officer.
- Visitors who persist or continue to violate this policy may be asked to leave hospital property.

## **PATIENTS:**

- Signs informing the public and patients of the tobacco-free policy will be posted at all entrances and registration areas to Bates County Memorial Hospital and Family Care Clinics.
- During registration or pre-registration, the patient and family members should be reminded of the hospital's tobacco-free policy.
- Hospital medical staff is encouraged to discuss this policy with their patients prior to scheduling.
- During the admission assessment, nursing should identify patients who use tobacco products and patients at risk for nicotine withdrawal.
- e. Employees or staff members who care for patients who are using tobacco are to:
- With courtesy and diplomacy, inform the patient that he/she cannot smoke or use tobacco products while a patient at BCMH or Family Care Clinics.
- When appropriate, and with the approval of the physician, offer the patient an alternative to using tobacco (i.e., chewing gum, use of hard candy, or nicotine replacement options.)
- Under no circumstances are patients to leave the building with hospital equipment.
- When there are repeat violations with the same patient, inform the physician and request assistance.
- If the patient continues to refuse to stop the use of tobacco products, the nursing supervisor will contact the physician to determine if discharge against medical advice or transfer to another facility is appropriate.