## Cabinet Peaks Medical Center

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| Originating Department: | Index: |
| **Safety Committee** | SAFE-024 |
| Affected Departments/Employees: | Original Effective Date: | Revised Date: |
| All Departments and Employees | 06/03/94 | 11/01/13 |

**Tobacco Free Campus**

**Purpose:**

This document states Cabinet Peaks Medical Center’s policy regarding the creation of a “tobacco free” facility/campus and clearly defines the limitations regarding tobacco use.

**Policy:**

1. Cabinet Peaks Medical Center (CPMC) is a health care organization that is committed to the health and safety of its employees, patients, and visitors.
2. The use of tobacco, in any form, has clearly demonstrated detrimental health effects. As such, CPMC prohibits the use of tobacco. In addition, the use of any nicotine delivery device or product not approved for use by the Federal Drug Administration (FDA) is also prohibited.
3. In order to promote and protect the health, safety, and comfort of our patients, employees, and visitors, CPMC and its satellite buildings and properties are designated non-tobacco use facilities. This means no cigarette, cigar, pipe smoking, or smokeless tobacco will be permitted in facilities or on CPMC properties.

**Scope:**

This policy applies to all employees, medical staff, patients, visitors, students, volunteers, vendors, and contractors. “Facilities or properties” includes, but is not limited to the Medical Center, its clinics, office buildings, parking lots, and vehicles, as well as all vehicles on CPMC property. This policy applies regardless of whether a CPMC facility or property is owned, leased, or rented, and whether or not the owner or other tenants follow similar guidelines.

**Procedure:**

1. Appropriate signage will be posted at each building and throughout the CPMC campus.
2. Respectful enforcement of this policy is the responsibility of all CPMC employees.
3. Educational materials will be offered to employees and patients to assist with the physical and emotional effects of tobacco cessation.
4. The sale of tobacco products is not permitted at any CPMC facility or on CPMC property.

**Employees, Medical Staff, Student, and Volunteers:**

1. Employees are prohibited from tobacco use during:
	1. All paid time including rest breaks.
	2. Unpaid time including meal times when employees are on the CPMC campus or on any CPMC property. Employees are discouraged from tobacco use during unpaid meal times.
2. Employees are not permitted to wear a CPMC name badge while using tobacco.
3. Tobacco products will not be used inside Medical Center owned vehicles.
4. The CPMC Human Resources Department will:
	1. Establish any additional policies and/or procedures that may be necessary to provide additional implementation and enforcement guidelines for employees.
	2. Inform job applicants of this policy both during the application process and the employee orientation process.
5. Policy violations will result in disciplinary action as defined in the Human Resource and Medical Staff policies.

**Patients, Visitors, Contractors, and Vendors:**

1. Inpatients:
	1. Inpatients will not be permitted to use tobacco on the CPMC campus or any CPMC properties while admitted to the Medical Center.
	2. In-patients who use tobacco products will be assessed by the nurse at admission and assisted in selecting the nicotine replacement therapy (NRT) that best suits their individual needs in conjunction with NRT Standing Orders.
	3. In-patients who choose to not comply with this policy will be provided information about signing out Against Medical Advice (AMA) and the possibility that the insurance provider may refuse to pay for any further medical treatment related to the Medical Center stay should the patient leave AMA. The physician will be appropriately informed of the patient’s decision.
2. Outpatients and guests will not be allowed to use tobacco products on CPMC property as defined in the SCOPE section of this policy.
3. Patients and visitors will receive information regarding this policy through a variety of communication methods including the CPMC website, bill inserts, print and electronic media, admissions paperwork and other patient communication materials.
4. Visitors and outpatients who fail to comply with this policy will be reminded that CPMC is a tobacco-free facility and will be advised of resources available to them to assist with compliance. Appropriate follow-up will be conducted by the Risk Manager, Safety Officer, or the Administrator as needed.

**Forms**

SAFE-024-FA Tobacco Free Campus

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| **Rule/Cite/Tag:**  |
| State Smoking Regulations K66(a)(b)(c)(d) |
| **Medical Center Policy Cross Reference:**   |
| Applicable Human Resources Policies and Procedures |
| **List Historical Policy Version Dates:** |
| Smoking Policies (ADMIN-003 ) 06/03/94, 09/05/03; WELL-001 Smoking Free Campus 04/22/08, 10/08/08; Well-001Tobacco Free Campus 04/06/10, 07/21/11 |
| Approved By: | Approval Date: |
|  | ***See Hard Copy For Signature*** |  |  | 11/01/2013 |  |
|  | Tony Rebo, Plant Operations Manager, Safety Officer, Safety Committee Co-Chair |  |  |  |  |
|  | ***See Hard Copy For Signature*** |  |  | 11/01/2013 |  |
|  | Barbara Dumont, RN, Director of Quality Risk Management, Compliance Officer, Safety Committee Co-Chair |  |  |  |  |
|  | ***See Hard Copy For Signature*** |  |  | 11/01/2013 |  |
|  | Anne Camber, MD, Medical Chief of Staff |  |  |  |  |
|  | ***See Hard Copy For Signature*** |  |  | 11/01/2013 |  |
|  | Bruce Whitfield, CEO |  |  |  |  |