

# MTHCN

## Model Tobacco-Free Policy

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### [Hospital/Medical Center/Health Care Organization] POLICIES AND PROCEDURES TOBACCO-FREE ENVIRONMENT POLICY

POLICY NUMBER: \_\_\_\_\_

DATE EFFECTIVE: \_\_\_\_\_

<sup>1</sup>DATE REVIEWED: \_\_\_\_\_

DATE REVISED: \_\_\_\_\_

APPLICATION: System wide

<sup>2</sup>[Hospital/Health Care Organization] is a 100% tobacco-free campus.\* The use of all forms of tobacco products is prohibited in or on all buildings either owned or leased, grounds, parking lots, ramps, plazas, vehicles, and sidewalks adjacent to all [Hospital/Health Care Organization] properties. Any new campuses or buildings opening before, during, or after the implementation date noted above will open 100% tobacco-free.

\*A 100% tobacco free campus is defined as a hospital, medical center, or health care organization which prohibits all forms of tobacco (including smoking materials, such as cigarettes and cigars, hookah, electronic cigarettes, chew, snus, and split tobacco products) use and sale on hospital owned or leased property, including buildings, grounds, plazas, ramps, parking lots (including personal vehicles on property) and outdoor common areas, including sidewalks adjacent to the building. Staff are to be aware, that under Maine State Law, smoking is prohibited from any and all [Hospital/Medical Center/Health Care Organization] owned vehicles.

[Hospital/Medical Center/Health Care Organization] joins with the Maine Tobacco-Free Hospital Network (MTFHN) in supporting the science and findings of the U.S. Surgeon General that “there is no risk-free level of exposure to secondhand smoke” and that tobacco use in any form, active or passive, is a serious health hazard.

[Hospital/Medical Center/Health Care Organization] acknowledges finding by the U.S. Environmental Protection Agency and American Cancer Society which classify secondhand smoke as a Class A/Group A carcinogen, which means it is a toxic substance known to cause cancer in humans.

<sup>3</sup>Signs declaring [Hospital/Health Care Organization]’s tobacco-free campus shall be posted at the campus/building entrances, parking lots, edges of property, and within any and all conspicuous places.

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<sup>1</sup> Written policies and procedures that communicate the hospital’s tobacco-free policy, including enforcement, exist and are reviewed at least annually and as needed.

<sup>2</sup> The hospital campus is smoke-free and tobacco-free. Tobacco use by staff, patients and visitors is prohibited at all times in and on the hospital’s property including in cars, in parking lots, and at all satellite sites.

<sup>3</sup> Appropriate signage is posted at key locations, including entrances to the building, in parking lots, and on the grounds.

[Hospital/Medical Center/Health Care Organization] prohibits not only the use of tobacco products on hospital grounds, but also the sale and free distribution of tobacco products on hospital property and agency sponsored events.

<sup>4</sup>All events, meetings, and seminars operated or sponsored by [Hospital/Medical Center/Health Care Organization] are to be tobacco-free.

<sup>5</sup>The advertisement of tobacco products of any kind are prohibited from hospital-run publications, including periodicals and websites. Tobacco advertisements in periodicals subscribed to by the hospital shall be removed or covered using the appropriate labels provided by the Partnership For A Tobacco Free Maine.

The purpose of this policy is to eliminate involuntary exposure to secondhand smoke by patient, staff, and visitors of the campus and to ensure [Hospital/Health Care Organization] is a campus conducive to healthy, tobacco-free living. [Hospital/Health Care Organization] is fully supportive of tobacco-free lifestyles and encourages the elimination of this serious health risk from the lives of its patients and staff. Currently, only 18.2% of Maine adults smoke and 70% of those report a desire to quit smoking and [Hospital/Health Care Organization] has developed a policy to help support these demographics. In addition, a tobacco-free campus helps protect the property from accidental fires, damages, and tobacco waste and litter. While [Hospital/Medical Center/Health Care Organization] encourages patients and staff to seek treatment for their tobacco use, this policy does not require anyone to quit, rather refrain from use on the property for the protection and integrity of the campus and health of all visitors.

<sup>6</sup>, <sup>7</sup> [Hospital/Medical Center/Health Care Organization] encourages tobacco users to seek treatment for their tobacco addiction. [Hospital/Medical Center/Health Care Organization] will supply quit support resources through [Department/Division/Program] and encourages individuals to contact the free Maine Tobacco Helpline at 1-800-207-1230 for reduced or no-cost telephone counseling and access to nicotine replacement therapy (NRT). Information on these, and other supportive programs for quitting tobacco use, will be advertised throughout [Hospital/Health Care Organization]. Staff are to offer tobacco-using patients with information regarding cessation services available, including hospital-based cessation counseling, education, and access to evidence based NRT. [Hospital/Health Care Organization] and staff are to supply patients and visitors educational material to them which encourages their adoption of a tobacco-free lifestyle, including a smoke-free home environment.

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<sup>4</sup> All off-site meetings, conferences, and fundraisers are tobacco-free.

<sup>5</sup> Advertisement or promotion of tobacco products is not allowed on the hospital's campus or satellite facilities. This includes hospital publications and magazines subscribed to by the hospital in the waiting rooms.

<sup>6</sup> Information about tobacco use and treatment, secondhand smoke and local/statewide cessation resources are readily available to patients, staff, and visitors.

<sup>7</sup> Tobacco treatment intervention is available for all tobacco using patients admitted to the hospital. This includes tobacco cessation counseling, education, and access to evidence-based quit medication as clinically appropriate and clinical assistance for those patients experiencing nicotine withdrawal.

<sup>8</sup>[Hospital/Health Care Organization] staff may obtain NRT products, as well as other prescription medication from the Employee Health Office. <sup>9</sup>For employees, and employee dependents, carrying [Insurance carrier] benefits, 100% of the tobacco cessation program and NRT medication costs are covered. For information on free statewide cessation services, staff are also encouraged to contact the Maine Tobacco Helpline at 1-800-207-1230. Training courses and cessation counseling is encouraged. More information can be found by contacting Employee Health at [Contact Information].

<sup>10</sup>[Hospital/Medical Center/Health Care Organization] prohibits all programs and interdepartmental organizations from accepting funds from the tobacco industry. Faculty, staff, and governing boards are to ensure all donations, grant funds, and trust dollars are free from tobacco industry ties. This provision extends to all hospital/health care organization stock holdings and financial partnerships.

All [Hospital/Health Care Organization] staff are responsible for the enforcement of the above mentioned policy. Violations where non-compliance is a factor are to be reported to the Office of Public Safety, the employee's direct supervisor, or Human Resources. Staff of the hospital are responsible for notifying patients of the hospital's tobacco-free status and are expected to provide tobacco-using patients with information on tobacco treatment and cessation provided by the health care system and the Maine Tobacco Helpline.

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<sup>8</sup> The hospital supports education and training on tobacco use and treatment to employees.

<sup>9</sup> Tobacco treatment services are a covered benefit in the hospital insurance package for employees and dependents. Benefits include coverage for counseling and medication therapy for quitting tobacco, with minimal, or no, barriers to utilization (i.e. copays, out of pocket costs, limitations).

<sup>10</sup> The hospital refuses all donations from the tobacco industry, and divests itself of all tobacco company stock.