

## **DEPARTMENT**

Human Resources

## **POLICY SUBJECT**

PBMC Tobacco-Free Policy

## **POLICY PURPOSE**

To define the key elements of the PBMC Smoking Policy in accordance with the Pen Bay Healthcare Mission Statement.

## **POLICY STATEMENT**

PBMC is committed to the promotion of healthy lifestyles. Tobacco use and second hand smoke have a direct adverse effect on medical treatment and pose serious health and safety risks to our patients, our employees, and our community. In accordance with Maine State Law, Title 22, Chapter 263, Subsection 1580-B, and because PBMC is a health care organization, it is designating itself a Tobacco-free campus. The PBMC campus includes the hospital, physical plant building, PBMC Day Care Center, Pen Bay Physician's Building, Pen Bay OB/GYN Building and all property surrounding these buildings owned by Pen Bay Healthcare.

## **POLICY**

The use of all tobacco products (cigarettes, cigars, pipes and smoke-less tobacco) is prohibited on PBMC property including grounds, parking areas, all PBMC/PBH owned vehicles, and all vehicles parked on the campus.

Individuals are required to cease use of any tobacco products upon arrival on the PBMC campus. For safety and health reasons, it is necessary to appropriately discard all used tobacco products.

This policy applies to patients, employees, visitors, volunteers, vendors, contracted workers, medical staff and students.

Patients are not permitted to leave the facility to use tobacco products. Physicians are not authorized to write orders allowing patients to leave the PBMC campus to use tobacco products.

As outlined in the PBMC Dress Code policy, scent from tobacco products on clothing should never be present in the workplace due to the potential triggering of negative health effects on others, including allergic responses.

### **Responsibility:**

This policy relies on the consideration and cooperation of smokers and nonsmokers. It is the responsibility of all persons associated with PBMC to promote this policy and educate visitors, patients and fellow employees.

- It is the responsibility of PBMC personnel and medical staff to educate patients about the tobacco-free policy before and during their admission and/or at other times patients are on the PBMC campus. Nicotine replacement therapy is available to prevent acute withdrawal symptoms for those patients who may benefit. A physician's order for NRT products is needed.
- It is the responsibility of managers to educate their employees on this policy. Violation of this policy will be treated through the progressive disciplinary process. Managers are also responsible for informing employees who are smokers of the Withdrawal/Cessation resources available to them.
- It is the responsibility of hospital administration to orient all employees and volunteers about the tobacco-free policy at the start of their employment or service.

### **Withdrawal/Cessation Resources:**

- If desired, inpatients will be offered nicotine replacement therapy while they are hospitalized. They will also be offered information on the Freshstart Smoke Cessation program and the Maine Tobacco Helpline.
- Employees who use tobacco will be offered cessation support through their choice of
  - **Freshstart Smoke Cessation free monthly programs (596-8443)**
  - **Employee Healthy Initiatives for Life (HIL) wellness program (593-5577)**
  - **Maine Tobacco Helpline (1-800-207-1230) provides free Nicotine Replacement Therapies for those without insurance coverage**
  - **PBH Employee Assistance Program (ext 6718).**
  - **Nicotine replacement products will be available free through the PBMC pharmacy for all employees participating in a tobacco cessation program.**

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**Forms to be used:**

None

**Distribution:**

PBMC Orientation Manual, All PBMC Campus Departments

**Replaces:**

PBMC Smoking Policy dated 06/06

**Initiated by:**

Tom Girard, VP Human Resources

**Approved by:**

Roy Hitchings, Jr., PBH CEO and PBMC President

PBH Executive Staff

**Effective Date:**

September 1, 2009

**Review Date:**

Triennially



PBH EMPLOYEE OCCUPATIONAL HEALTH

EMPLOYEE TOBACCO CESSATION  
PHARMACY PRODUCTS REQUISITION

Employee Name \_\_\_\_\_ has participated in a PBH Tobacco

Cessation Program facilitated by \_\_\_\_\_ Date \_\_\_\_\_

Please dispense the following products to the above named PBH employee and charge the items to the budget PBH EOC PHI.

	Dispense to Employee/Patient
Nicotine Gum 2mg (72)	
Nicotine Gum 4mg (72)	
Commit Lozenges 2mg (72)	
Commit Lozenges 4mg (72)	
Nicotine Patch 7mg (box of 14)	
Nicotine Patch 14mg (box of 14)	
Nicotine Patch 21mg (box of 14)	

Employee Health: check the items to dispense to employee and cross out the items not being prescribed .

**THE FOLLOWING NEED A PRESCRIPTION** (Bring prescription and this form to the PBMC Pharmacy. Please allow up to 24 hours to be filled.)

Bupropion SR 150mg \_\_\_\_\_

Chantix Starter Month Pak \_\_\_\_\_

Chantix 0.5mg \_\_\_\_\_

Chantix 1mg \_\_\_\_\_

\_\_\_\_\_  
Employee Health Nurse signature

\_\_\_\_\_  
Date

