

Subject: Tobacco Free Campus

Policy # 100-007

Responsible Department/Division: Executive Administration

Administrative

Policy

Reviewed Dates: 7/03
7/04, 7/05, 7/06, 7/07, 7/08

Clinical

Procedure

Medical Staff

Standard of Care

Departmental

Original Date: 4/27/99

Supersede Date: 4/30/01

Effective Date: 7/31/02

PURPOSE: Charles A. Dean Memorial Hospital & Nursing Home is committed to the promotion of health and prevention of disease. To maintain a safe and healthful environment for patients, visitors, and employees, C.A. Dean has adopted a tobacco-free campus policy.

A. Definition of Tobacco Free Campus: No tobacco use (e.g., cigarettes, pipes, cigars, chewing tobacco) is permitted anywhere on C.A. Dean property including but not limited to the buildings, entrances, woods, sidewalks, driveways, parking lots, and within private motor vehicles. C.A. Dean sites also include the Northwoods Healthcare clinics in Guilford and Monson.

B. Policy

1. This policy applies to employees, patients/residents, family members, medical providers, and anyone visiting the campus.
2. Posted signage throughout the campus as well as literature will alert everyone that C.A. Dean is a tobacco-free campus.
3. Patients and residents will be made aware of this policy prior to admission or during the admission process by either a member of the clinical or medical staff. Written supporting material will also be available.
4. New employees will be informed of this policy during the orientation process.
5. C.A. Dean employees may participate in a smoking cessation class, as available, at no cost and receive nicotine replacement therapy as available via their insurance plans.

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C. Enforcement:

1. Policy enforcement is the responsibility of all C.A. Dean employees.
2. Employees are held to the highest level of conduct. Therefore, violating this policy is subject to supervisory discipline including warning, suspension and/or termination per normal disciplinary policies and procedures.
3. When alerting or reminding others of C.A. Dean’s policy, understanding, respect, tact, and good manners are always crucial. The addictive nature of tobacco products should be considered when enforcing the policy.
4. The problem's intensity, duration, and possible repetitiveness of the violations help to determine the degree of enforcement. Patients/residents, family members, and vendors who violate the policy will be reminded of and asked to adhere to the policy by any employee observing the non-compliant behavior.
 - a. If a patient/resident or family member violates this policy, where appropriate and available, offer them an alternative to tobacco (e.g., chewing gum or hard candy).
 - b. In some cases, it may be appropriate to inform the medical provider and request nicotine replacement alternatives.

D. Available Resources:

1. C. A. Dean’s Employee Assistance Program (for all employees).
2. Life Balance through UNUM (for those who have benefits).
 - a. Phone consultations with counselors
 - b. Written material
3. Websites resources
4. Prescriptions from physicians for nicotine replacements
5. Smoking Cessation classes through Education and Community Outreach

President and CEO	Date		
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