



Northern Maine Medical Center

Subject: Smoke Free Campus Policy	Page: 1 of 2
Department: Hospital Wide	Effective: February 2001
Approved by: Administrative Council	Revised: October 7, 2005, August 12, 2008

Purpose

Northern Maine Medical Center (NMMC) is committed to the promotion of good health, which includes the prevention of disease as well as its treatment. Smoking and all tobacco use has been shown to cause or contribute significantly to many kinds of cancer, cardiovascular disease, and other diseases both for smokers and people who are in their presence. The Environmental Protection Agency (EPA) has classified secondhand smoke as a Class A carcinogen. A Class A carcinogen is a substance such as asbestos and benzene that is known to cause cancer in humans. As such, in consideration of all those who come to our facility, NMMC is a smoke free campus. This includes the main facility and all of its satellite facilities.

Policy

The use of all tobacco products (cigarettes, cigars, pipes and smokeless tobacco) is prohibited on hospital owned property and grounds and all leased or rented space where NMMC employees work. Individuals are required to cease use of any tobacco products upon arrival on the NMMC campus. For safety and health reasons it is necessary to appropriately discard all tobacco products. Those who choose to smoke off campus grounds are asked to be respectful and responsible for their own litter (cigarette butts, packaging, and matches) and are asked to dispose of these materials in appropriate containers.

There will be no smoking in any NMMC owned or leased vehicle.

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

Responsibility

It is the responsibility of NMMC employees and medical staff to educate patients about the tobacco-free policy before and during their admissions and/or at other times patients are on the NMMC campus as well as assess the patients readiness and willingness to quit if they are a tobacco user and educate the patient on their nicotine replacement therapy options while they are in-patients at the hospital.

It is the responsibility of managers to educate their employees on this policy. Violation of this policy by staff will be treated like any other policy infraction resulting in progressive discipline beginning with a written warning for a first offense.

The Human Resources Department will communicate to applicants and employees the NMMC Smoke Free Campus Policy. Further, the Human Resources Department will communicate to new employees, at Orientation, NMMC's Smoke Free Campus Policy.

Appropriate signage shall be installed and maintained on the NMMC property and all other locations associated with NMMC.

Staff that does smoke off-premises must do so in a location significantly far enough from the hospital and related buildings that patients cannot observe the behavior.

Procedure

I. Patients

- Patients who smoke will be identified at the time of admission through the nursing assessment process.
- Smoking cessation materials will be provided at the time of admission.

- Available tobacco cessation pharmaceutical aides are listed in the NMMC Pharmacy Formulary. Consult the Pharmacist if necessary for information as well as the Patient Educator.
- Quality improvement efforts will be instituted when indicated.

II. Employees

- Smoking is prohibited anywhere within the building, hospital grounds and hospital-owned vehicles. This includes inside personal vehicles located on hospital property.
- The hospital will make available smoking cessation education materials and programs.
- Compliance to this policy is a condition of employment. Noncompliance will be subject to progressive disciplinary procedures.
- Employees are asked to support this organizational policy by requesting volunteers, visitors and vendors to refrain from smoking on the NMMC campus.
- Employees are asked to be respectful of hospital property and to responsibly dispose of all cigarette butts in appropriate receptacles.
- Employees that do smoke are asked to be cognizant of the scent of tobacco smoke on hair and clothing and the impact that this can have on patients with asthma, critical illness, nausea and those who may be undergoing nicotine withdrawals.

III. All others, including but not limited to: Volunteers, Visitors, Vendors

- The hospital will make available smoking cessation education materials and programs.
- Noncompliant volunteers, visitors and vendors will be asked to leave. Disruptive behavior will be managed as per the violent behavior policy/procedure.
- Incidents will be reported to quality management for quality management improvement efforts.
- Community education sessions and promotions will be offered as an ongoing education/public relations program.

“Fresh Start” Program

The Education Department and physicians at NMMC will increase efforts to provide education, medical support, financial support for prescriptions and referral to the “Fresh Start” Program for smoking employees and spouses who are interested in quitting.

- Financial assistance will be provided for all smokers and smoking spouses who wish to quit.
 - “Fresh Start” course fee will be waived.
 - A smoking cessation prescription will be offered at a reduced rate through the NMMC Pharmacy. Payroll deduction will be an option.
- **If you have a prescription card from NMMC**, present it to the NMMC Pharmacy. You will be charged 50% of your co-pay.
- **If you have a prescription card from another agency**, have your prescription filled at your local drug store. Bring the receipt to the Human Resources Department for a 50% reimbursement.
- **If you do not have a prescription card**, have your prescription filled at the NMMC Pharmacy. You will be charged 50% of the cost of the prescription.

Please see your healthcare provider for guidance on quitting. If you collaboratively decide to use medications as part of your treatment plan, get your prescription at this time. The highest success rate in quitting usually includes the use of medications and some type of counseling, so please utilize your resources.

Employees can also contact the Maine Tobacco Helpline at 1-800-207-1230.