



**The
Charlotte
Hungerford
Hospital**

TOBACCO & SMOKE-FREE ENVIRONMENT TOOL KIT

Phase One Information

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A message from the CHH Senior Staff,

As many of you may know, smoking is the leading preventable cause of death in the United States and costs Americans billions of healthcare dollars each year. As the leading healthcare institution in our region, we feel we have a responsibility to encourage and promote healthy lifestyles throughout our community.

We are therefore very proud that The Charlotte Hungerford Hospital will be taking an important step forward to become a "Tobacco & Smoke Free" Hospital. This will be accomplished in phases, the first of which will affect us as employees. The second phase will affect our patients and visitors. So, effective on March 1st 2007, we as employees will be asked to discontinue the practice of smoking on the main campus and at all satellite locations. Those of us who smoke will be provided with access to smoking cessation programs and supplies on a voluntary basis to help with the transition if needed. A complete schedule will be "rolled out" during the next several months.

One of the most important pieces will be helping staff, visitors, and all affected people understand the expanded policy and its benefits. We have developed this Tool Kit to provide you with helpful and necessary information as we approach the March 1, 2007 launch of phase one of the new smoking rules.

We hope that this tool kit which includes examples of questions and answers and role-playing activities will be helpful to you in educating our staff. Coupled with your patience, understanding, and positive communication skills, we believe the kit will provide answers to many questions and real solutions to any potential issues that may arise.

As a leader at The Charlotte Hungerford Hospital, it is your responsibility to present this information to your staff, interns, volunteers, contractors, consultants, and/or students at least two weeks prior to when the new policy goes into effect. You will need to ensure they understand their responsibilities as well as how to obtain additional resources if necessary. Please keep this Tool Kit in an accessible location for future reference.

By demonstrating our support of this expanded initiative, we will collectively communicate Charlotte's commitment to provide a smoke-free hospital environment.

Thank you for your understanding and assistance in this important initiative.

The Senior Staff
The Charlotte Hungerford Hospital

Introduction

On March 1, 2007, The Charlotte Hungerford Hospital will implement phase one of its new initiative that will extend its tobacco-free policies to include everyone except outpatients and visitors. This includes all employees, physicians, volunteers, contractors, consultants and inpatients. Phase two of the initiative will extend the policy to all Behavioral Health patients, outpatients and visitors on September 1, 2007.

The new policy eliminates all smoking on **ALL** Charlotte Hungerford Hospital properties on-campus and off-site facilities or leased building including all outdoor grounds, property and parking areas.

The Smoke-Free initiative is driven by a goal to improve the level of safety and quality within the hospital and ambulatory areas. The Charlotte Hungerford Hospital strives to be a quality health provider in its community by offering exceptional care to individuals and maintaining a safe and healing environment. This new policy will also provide a clean and safe environment for staff to continuously provide quality care and work.

Eliminating tobacco use from hospital campuses is a national trend that provides a healthier environment for everyone who visits our facilities. This means all patients, visitors and staff members will NOT encounter second-hand smoke while visiting Charlotte Hungerford property.

We believe this collective effort will:

- Create a healthier environment for everyone who visits our campuses by eliminating second-hand smoke
- Demonstrate our commitment to improve the health of the community
- Increase hospital involvement in treating nicotine addiction
- Set an example we hope other organizations and businesses will follow

Additional copies of this toolkit are available at the Hospital's Copy Center.

If you have any questions or comments, please contact The Smoking Committee Task Force Co-Chairs Krista Shaffer at 496-6323 or Joseph O'Geen at 496-6722.

Effects of Tobacco Use

The effects of tobacco use include:

- Leading preventable cause of death and disease in the United States
- Number one cause of drug addiction in adults and children in the United States
- Leading single cause of diseases in the United States
- Major cause of hospital admissions and readmissions
- Number one cause of both cancer and emphysema
- Leading cause of heart disease and strokes

Effects on in-patients that smoke

- Twice the rate of wound infections
- Slows wound healing both surgical and traumatic
- Longer stays and 20% higher costs in the recovery room
- Most common form of pulmonary morbidity during surgery and anesthesia, Gastrointestinal, prenatal and orthopedic complications.

Effects of second-hand smoke

- U.S. Environmental Protection Agency has classified it as a "Group A" carcinogen
- "Group A" carcinogens are the most toxic substances known to cause cancer in humans, also including benzene, radon and asbestos
- Increases non-smoker's risk for heart disease and worsens symptoms of adults already suffering from asthma, allergies or bronchitis
- Is associated with as many as 300,000 cases of bronchitis and pneumonia each year in infants to 18 months of age

Employer costs related to tobacco use include:

- Increased direct medical costs per smoking employee per year
- Increased indirect medical costs to employee's family
- Lost productivity costs per employee per year (\$1200-\$1600)
- Increased overall health costs to the business
- Smokers have 6.5 more absent days per year
- Smokers have 6 more visits to health care facilities for themselves
- Smokers make 4 more visits to health care facilities for their dependents

Cessation treatment is the most-cost effective form of medical intervention in the United States.

THE CHARLOTTE HUNGERFORD
POLICY MANUAL

ADMINISTRATION

POLICY NO: 100.S4
DATE OF ORIGIN: 7/22/76
DATE REVISED: 03/01/07

SUBJECT: Smoking: Tobacco Free Environment

POLICY STATEMENT

It is the policy of The Charlotte Hungerford Hospital (CHH) and its affiliates to provide an environment free of tobacco use on its main campus and ambulatory areas. As a health care institution committed to promoting health and safety, the Hospital is taking a positive leadership role in implementing the Smoke-Free Hospital Campus initiative to reduce smoking, to encourage non-smoking and to promote a clean air environment for our patients, employees, medical staff, visitors and the community.

The Smoke-Free Hospital Campus initiative is driven by the strategic goal to improve the level of safety and quality of care on the main Hospital campus and off-site locations, and is one of the many methods for The Charlotte Hungerford Hospital to promote and encourage healthy lifestyles throughout our community. This new policy and the smoke-free initiative will include all employees, physicians, volunteers, contractors, and consultants.*

***Phase two of the initiative will extend the policy to Inpatient Behavioral Health patients, all outpatients and visitors on September 1, 2007.**

The goal of the Smoke-Free Campus initiative is to eliminate all smoking on ALL Hospital properties on-campus and off-site facilities or leased buildings including all outdoor grounds, property, parking areas including in personal vehicles and company vehicles.

GENERAL PROVISIONS

1. Geographic Areas Covered by Policy

A. For buildings / properties wholly owned by The Charlotte Hungerford Hospital (CHH) (including properties of which a portion is leased to others including Hungerford Emergency and Medical Care at Winsted Health Center, Northwest CT Walk In, Center for Youth and Families, Bridges Extended Day, Behavioral Health Services, Winsted site, The Hungerford Center, Center for Cancer Care and Charlotte Hungerford Mammography,

- 1) **No Smoking** in the buildings, on the property, or in any vehicle in the parking lot including personal vehicles.
- 2) Discouraged smoking on sidewalk contiguous to the property.

B. For buildings /properties that CHH does not own, but leases a portion of the property:

- 1) **No Smoking** in the building or in any vehicle, and on the property associated

- with our lease
 - 2) Discouraged smoking on sidewalks contiguous to the property
 - C. For buildings/properties owned by more than one company:
 - 1). **No Smoking** in the building and on the property owned by CHH
 - 2) Discouraged smoking on sidewalks contiguous to the property
 - D. For buildings/properties that have "common areas" associated with multiple owners/renters:
 - 1) **No Smoking** in areas clearly identified as "CHH"
 - 2) Discouraged smoking on sidewalks contiguous to the property
2. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking.
3. Employee Responsibilities for All Staff.
- A. All employees are accountable and responsible for utilizing appropriate protocol for occasions when any person uses tobacco products in prohibited areas.
 - B. Appropriate protocols include, but are not limited to politely reminding the individual about CHH Smoke Free Environment Policy and offering information related to smoking cessation / nicotine replacement.
 - C. Clocking out and back in, when leaving CHH properties for non-work related matters (i.e. to smoke in a geographic area not covered by this policy).
 - D. Employees who fail to comply with this policy will be subject to disciplinary action as outlined in the Employee Relations Manual, "Smoking Discipline Policy".

REFERENCE: The Joint Commission Standards

APPROVED BY: Senior Administration – 1/15/07
Hospital Policy & Procedure Steering Committee -

REVIEWED BY: Medical Executive Committee
Environment of Care Committee

CROSS REFERENCE: Human Resources policy, "Smoking Discipline Policy"

ORIGINATING ENTITY: Smoke Free Task Force
Senior Administration

Expectations

Managers are expected to train staff members to tactfully and respectfully explain the policy to staff they encounter using tobacco products on CHH property. Managers are also expected to handle staff member abuse of this policy following the guidelines in place for general staff member conduct.

All staff members are accountable and responsible for utilizing the following protocol for occasions when any person uses tobacco products in prohibited areas:

- Staff member courteously and tactfully approaches the staff member and explains the Smoke Free Environment policy. Sample scenario scripting provided in tool kit
- Staff member offers information for assistance with smoking cessation. Sample scenario scripting provided in tool kit
- Staff member to report incident to the appropriate Manager / Director. The manager should handle the violation through appropriate channels.

Smoke Free Questions and Answers

Q. *Why are local hospitals becoming totally Smoke-Free Campuses?*

- A.
- Tobacco use is the leading preventable cause of disease and death in the United States.
 - We wish to create a healthier environment for everyone on our campuses.
 - This will increase our involvement in treating tobacco use by patients, visitors, and staff.

Q. *How does this policy differ from our existing smoking policies / practices?*

- A. Our existing policies / practices prohibit smoking inside any hospital buildings, but allow patients, visitors and staff to smoke in designated areas. Effective March 1, 2007, the new policy will prohibit smoking by our employees anywhere on our campuses.

Q. *What other hospitals in Connecticut have a similar policy or plan to implement a smoke-free campus?*

- A. As of November 2006, 23 acute care hospital members of CHA reported the following:
- Eleven (48%) are not smoke-free
 - Three (13%) are smoke-free
 - Nine (39%) are partially smoke-free and/or have plans to go smoke-free

Q. *What does this mean to CHH off-campus facilities, such as Hungerford Emergency and Medical Care at Winsted Health Center, Northwest CT Walk In, Center for Youth and Families, Bridges Extended Day, The Hungerford Center, Center for Cancer Care and Charlotte Hungerford Mammography?*

- A. Effective March 1, 2007, smoking is prohibited by CHH staff anywhere on the campuses of the Charlotte Hungerford Hospital.

Q. *What kind of support is CHH providing to those who wish to stop smoking?*

- A. We will address nicotine addiction by providing access to education and intervention as appropriate. Please contact Pulmonary Rehabilitation Department (860)-496-9381.

Q. Can staff go off-campus to smoke?

A. Staff cannot leave the hospital campus during paid breaks.

Q. Why doesn't CHH continue to have designated smoking areas for staff?

A. Eliminating smoking on our campuses supports those who are trying to quit, and eliminates odors on staff that come in contact with patients. We need to effectively eliminate the triggers that make smoking cessation difficult. This will also eliminate chronic exposure of patients and visitors to second-hand smoke.

Q. Isn't smoking a personal legal right?

A. Recent court rulings maintain that smokers are not entitled to protection against discrimination as "addicts" or as "disabled persons". Smokers are addicted to the nicotine, not the cigarette, which is the delivery device.

How to use this information?

Questions and answers have been scripted for your use in situations most likely to occur related to the Charlotte Hungerford Hospital's decision to become a Smoke Free Campus.

Should you have any questions associated with this information, please feel free to discuss the matter further with your Supervisor. It is CHH's goal to provide you with ideas on how to effectively interact with others should you find yourself in one of these situations.

GENERAL:

Q. What do I say to someone when they are lighting up on campus?

A. "CHH became a smoke free campus in March. We would really appreciate it if you honored that decision.

Q. What do I say and do when I see someone smoking in a car, truck or other vehicle in a CHH parking lot? "CHH parking lot" being defined as any parking area which CHH has made available to staff/volunteers?

A. "CHH asks that any location that employees or other individuals are assigned to park be respected as a smoke free area. Accordingly, it would be appreciated if you would not smoke in this vehicle. (or)

"I just wanted to let you know that this parking lot is part of our Smoke Free Environment.

Q. What do I say and do when a reminder about CHH's Smoke Free Campus decision is met with a response of "I'm going to smoke here anyway!"

A. "We wish you'd make a different choice.

Q. When a reminder about CHH's Smoke Free Campus decision is met with a response of "Then where am I supposed to smoke?"

A. "Charlotte Hungerford Hospital is a smoke free environment for staff and volunteers.

Q. What do I do if a co-worker says, "If I can't smoke on campus, I'll just leave campus multiple times throughout the day."

A. "When you do, it impacts all of us."

Q. What do I do if someone spends an excessive amount of time talking about the fact that they cannot smoke at Charlotte?

A. Recommend that the individual speak with their manager, or unit / department manager as applicable.

Q. What if someone says, "If I can't smoke at Charlotte, I'll go to another hospital?"

A. "I'd hate to see you make that decision. Other hospitals in Connecticut are smoke free, and several more are scheduled to become smoke free this year."

Smoking Cessation Support for Staff

We understand that implementation of this policy will be stressful for some staff members who choose to smoke. We have listened to the concerns of smokers, and are pleased to provide the following support options to ease the transition as smokers cope with adapting to a totally smoke-free environment while at work.

Smoking Cessation Program

In support of the Smoke-Free Hospital Campus Initiative,

- Employees are encouraged to contact the insurance carrier to obtain information concerning covered smoking cessation options.
- Individual counseling will be available with Respiratory Care Services by appointment.

Tobacco Free for Good Classes

Free smoking cessation classes are provided by the Hospital for staff who wishes to quit. The classes offer:

- Reasons and help to quit smoking
- Stress management after you quit
- Nicotine replacement medication discussion Withdrawal "recovery" symptoms.

For information, please contact Pulmonary Services at 496-9381

Resources

www.mytimetoquit.com

www.lungusa.org American Lung Association