



KANSAS HOSPITALS ARE TOBACCO-FREE MODEL POLICY

PURPOSE: In cooperation with the statewide effort of the Kansas Hospital Association, the Kansas Medical Society and the Kansas Academy of Family Physicians, (*HOSPITAL*) will promote the health and safety of the (city, county or region) community in accordance with our mission, by acting as a leader in implementing a Tobacco-Free Policy.

POLICY: Effective (*date*), the use, sale or excessive odor resulting from the use of all tobacco products (cigarettes, cigars, pipes and smokeless tobacco) is prohibited in (*HOSPITAL*) buildings and on (*HOSPITAL*) properties.

Communication of this policy will be made through education for associates of (*HOSPITAL*), by appropriate signage in buildings and on properties, upon admission and assessment processes, and by reminders from (*HOSPITAL*) and medical staff, when necessary. Department directors will be responsible for staff, patients and visitors in their area; however, it is everyone's responsibility to see that the policy is followed.

SCOPE: The policy applies to everyone working on, using or visiting our buildings and properties.

PROCEDURES:

1. Employees: Violation of this policy by employees will result in progressive disciplinary action in accordance with the (*HOSPITAL*) Disciplinary Policy.
 - a. Employees with offensive tobacco odor in their clothing will be asked to change into a set of hospital-issued scrubs or sent home on their own time to change. Repeated incidents also will subject the employee to progressive discipline.
 - b. While this policy does not require employees to quit tobacco use, (*HOSPITAL*) supports and encourages all efforts by employees to quit tobacco use. In this regard, (*HOSPITAL*) will provide evidenced-based resources and/or programs to assist employees.
2. Medical staff and allied health professionals: Violations will be taken to medical staff for initiation of the disciplinary process.
 - a. Those with offensive tobacco or smoke odor in their clothing will be asked to change into a set of hospital-issued scrubs. Repeated incidents will be taken to medical staff for initiation of the disciplinary process.



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- b. While this policy does not require physicians and other health professionals to quit smoking, (*HOSPITAL*) supports and encourages all efforts to quit smoking. In this regard, (*HOSPITAL*) medical staff may provide a variety of evidenced-based resources and/or programs to assist physicians and other health professionals.
3. Patients: Patients will be informed of the policy both in pre-admission/service communication, as well as in the admission process.
 - a. The physician/hospital will provide a variety of evidenced-based resources and/or programs to assist patients.
 - b. Policy variance may be allowed for classes of patients, such as long-term care or behavioral health, in accordance with medical staff bylaws.
4. Visitors: All visitors will be expected to abide by the Tobacco-Free Policy. Staff will provide violators with a card articulating the Tobacco-Free Policy and its purpose. Staff will ask violators to abide by the policy.
 - a. Further enforcement will be handled by hospital security.

Note: Implementation of a Tobacco-Free Policy will require a full culture change for those associated with (*HOSPITAL*). It is assumed that there will be a steady reduction in the number of violations over a period of time before full compliance is achieved.

Approved by (*HOSPITAL*):

Board Chair

Date

Chief of Medical Staff

Date

Chief Executive Officer

Date