



Administrative Policy and Procedure	Policy Number: 200.012
Subject: Smoke-Free Environment	Page: 1 Of: 4
Effective: May 19, 1997	Revised: October 29, 2004
Approved: Original signed by Bob Burgin, President and CEO, on 10/29/04 and filed in Administration. President and CEO	

POLICY:

It is the policy of Mission Hospitals to provide a smoke-free workplace and environment, prohibiting smoking on its premises. This policy applies to all persons, including staff, physicians, inpatients, hospital-based outpatients, visitors, students, vendors, contractors, subcontractors, children/youth, volunteers and others in Mission Hospitals buildings, on Mission Hospitals grounds (leased or owned), parking lots and ramps and in all Mission-owned vehicles (collectively referred to herein as "premises"). Staff, physicians, inpatients, hospital-based outpatients, visitors, students, vendors, contractors, subcontractors, children/youth and volunteers are prohibited from smoking on all Mission Hospitals' premises. This policy does not cover those Mission Hospitals' premises that are leased to, and used by, external organizations and persons.

Violations of this policy by staff could lead to disciplinary action, up to and including termination from employment.

PURPOSE

The purpose of this policy is to establish and support the uniform prohibition of smoking at Mission Hospitals' premises.

As a responsible leader in the health care industry and as specified by the Buncombe County Smoking Control Rules, the City Of Asheville Code Of Ordinances, Section 11-34, and regulations from the Joint Commission on Accreditation of Healthcare Organizations, Mission Hospitals wishes to protect its patients, visitors and staff members from the harmful effects of smoking and other tobacco products.

Smoking is a major cause of preventable disease and death. Mission Hospitals is committed to providing a safe, clean, and healthy environment for our patients and staff, as well as promoting health, wellness, prevention and the treatment of diseases within the community. Mission Hospitals serves as a model for our community in the area of promoting the good health of our staff and influencing public attitudes about smoking. Therefore, Mission Hospitals provides a total smoke-free work environment and conducts programs designed to assist staff members in adhering to this commitment.

Due to the special emotional needs of psychiatric, substance abuse, and dual diagnosis patients, this

policy does not apply to patients admitted to Mission Hospitals' Copestone Unit. If the attending physician of these patients has completed a medical authorization, these patients may be permitted to smoke in the designated smoking areas located on the Copestone Unit. These designated smoking areas use negative air pressure with dedicated exhaust to the outside of the building and automatic door closures.

The following criteria have been developed by the Psychiatric Service Line and are approved by the Medical Administrative Committee to identify patients who are appropriate for smoking:

- φ When alternatives to smoking are ineffective or inappropriate for the patient.
- φ When the attending physician determines that nicotine withdrawal will detrimentally affect the treatment progress and outcomes of the patient.
- φ When not smoking will alter the serum medication levels of the patient.
- φ When there is a risk of increasing the frequency of seclusion and restraint episodes due to a patient's inability to smoke.
- φ Diagnoses such as schizophrenia, depression, substance abuse, and dual diagnoses for which, research has shown, the inability to smoke interferes with treatment outcomes.
- φ Diagnoses of poly-substance abuse when the primary drug affects the immediate health status and safety of the patient.

Patients on the Copestone Unit who smoke will be provided information/education on options for smoking cessation.

PROCEDURE:

1. Staff members, physicians, inpatients, hospital-based outpatients, visitors, students, vendors, contractors, subcontractors, children/youth, volunteers and others are prohibited from smoking on all Mission Hospitals' premises.
2. "Premises" are defined as all Mission Hospitals' owned and leased buildings and grounds, parking lots and ramps, and all Mission-owned vehicles.
3. Signs will be posted at each facility's entrances and displayed in prominent, visible areas thanking individuals for not smoking in accordance with this policy.
4. Mission Hospitals' leadership will orient staff members to this Smoke-Free Environment Policy. Human Resources will also inform employment candidates of this policy during interviews and in the new staff member orientation process.
5. Assistance, via smoking cessation programs, will be provided to individuals who wish to stop smoking. A toll-free Smoking Quit Line sponsored by the National Cancer Institute (1-877-44U-QUIT) is available from 9:00 AM to 4:30 PM, Monday through Friday, to answer questions or obtain resource and referral information.
6. Smoking materials will not be sold or dispensed within Mission Hospitals' premises.

7. All Mission Hospitals' staff members and leadership are required to observe and promote compliance with this Smoke-Free Environment Policy.
 - A. All staff members are responsible for encouraging compliance by staff, physicians, inpatients, hospital-based outpatients, visitors, students, vendors, contractors, subcontractors, children/youth, volunteers and others found violating this Smoke-Free Environment Policy by courteously reminding them of this policy and suggesting that the smoking material be extinguished.
 - B. In the event the smoking violation involves a potential threat to health or safety (smoking where combustible supplies, flammable liquids, gases or oxygen are used or stored), and in other situations which may so warrant, Security Department and/or Corporate Safety staff may be called upon for additional support.
 - C. Staff members are encouraged to inform any leader when they witness violations of this policy.
 - D. Noncompliance with this policy will be documented as an Environmental Hazard on an incident report.
8. Staff members who smoke on Mission Hospitals' premises will be subject to corrective action up to and including termination from employment pursuant to Human Resources Policy #5.01, "Corrective Action".
 - A. The first violation will result in a documented referral to the Smoking Cessation Program. Participation in the program will be voluntary.
 - B. The second violation will result in a mandatory referral to the Smoking Cessation Program and written corrective action being issued to the staff member by the department director with a copy to Human Resources for placement in the staff member's personnel file.
 - C. The third violation will result in a Final Warning and a one-day Positive Discipline Suspension (with pay). **The staff member will be informed that any subsequent violation may result in immediate termination from employment.**
 - D. Suspension and/or immediate termination may be recommended for the first smoking violation in areas where combustible supplies, flammable liquids, gases, or oxygen are used or stored or where other circumstances may warrant.
9. Smoking is prohibited in personal or private vehicles if the vehicle is on Mission Hospitals' owned or leased properties where such property is occupied by Mission staff.
10. Smoking areas at MAHEC are reserved for MAHEC employees and visitors and are not to be used by Mission staff.

11. Inpatients who violate this policy will be subject to the following actions:
 - A. Patients will be informed of the Smoke-Free Environment Policy by staff. Patients will be required to participate in developing a plan to manage not smoking.
 - B. The patient's physician will be consulted by a staff member regarding nicotine replacement. If ordered, the patient may participate in a nicotine replacement program to prevent nicotine withdrawal symptoms.
 - C. Staff may request a consult with a Nicotine Dependence Counselor to assist the patient.
 - D. If the patient is noncompliant with the policy, the following steps will be taken in the order listed:
 - Staff will reeducate the patient on the Smoke-Free Environment Policy and document in the medical record the education discussion and alternatives to smoking offered to the patient. Documentation by staff will include the patient's response to the reeducation.
 - Staff will ask the patient to voluntarily surrender smoking materials. If needed, Security or Corporate Safety personnel are available to assist in this effort. Staff will document the patient's response.
 - If staff determine the patient is at risk to harm him/herself, private duty sitters may be utilized. Staff will continue to document noncompliance and reeducation.
 - Staff will contact the physician, who will be asked to discuss health/safety concerns and the Smoke-Free Environment Policy with the patient.
12. Individuals who express concern about their personal ability to comply with this policy will be invited to use temporary nicotine replacement substances (Nicorette gum, patches, etc.) available in the Gift Shops and other designated locations on both campuses. Visitors who refuse to comply with this policy may be asked by Security to vacate the premises.
13. Questions regarding this policy should be addressed to the Human Resources Department.