

MOSES CONE HEALTH SYSTEM
Policies and Procedures

Department Originating Policy	Policy Number	Originated Date	Revised Date
Administrative	replaces current smoking policy IV-P-29	July 1, 2006	
Authorization	Subject		
Executive Office	Tobacco-Free Environment		Page <u>1</u> of <u>2</u>

PURPOSE

To establish and support a tobacco-free environment on the Moses Cone Health System premises.

Moses Cone Health System is committed to providing a safe, clean and healthy environment for our patients, visitors and staff. As a responsible leader in healthcare, the System provides a tobacco free environment to reduce health risks associated with tobacco products (includes but is not limited to cigarettes, cigars, pipe smoking, smokeless tobacco and snuff) and to promote and encourage healthy lifestyles throughout the community.

POLICY

It is the policy of the System that the use of tobacco products is prohibited on the Moses Cone Health System premises. "Premises" are defined as hospital campuses, outpatient facilities, business entities, vehicles parked on System property, parking lots/decks, balconies and sidewalks adjacent to the System property. For buildings leased by the System, tobacco products are prohibited on the property associated with the Moses Cone Health System lease.

Signs are posted at the entrance of each facility and displayed in prominent, visible areas reminding people to remain "tobacco free" while on the premises of a Moses Cone Health System facility.

Employees, volunteers, students, patients, visitors, vendors, contractors and all individuals on Moses Cone Health System property will adhere to this policy.

GUIDELINES

Employees/Volunteers/Students:

1. Employees, volunteers and students will be educated on the Tobacco-Free policy and Recruitment/Volunteer Services/Training will inform employment candidates/potential volunteers/students of the policy during interviews.
2. The System will offer assistance with smoking cessation resources for individuals that wish to stop smoking.
3. Employees who fail to comply with this policy will be subject to corrective action as outlined in Policy II-ER-5. Verbal counseling, initial written warning, final written warning, and termination are progressive correction actions that will be followed if violations continue.
4. It is the responsibility of all Moses Cone Health System employees to uphold the tobacco-free policy. Compliance should be encouraged by courteously reminding other employees, patients, physicians, visitors, students, vendors, contractors, and volunteers of the policy and suggesting that

the tobacco should not be used while on System property. In the event that tobacco use continues, Security should be notified, if available. Off-site locations should notify the department manager or house coverage.

Patients:

1. Physicians should notify patients prior to their appointments or admission that the System has a tobacco-free policy.
2. For tobacco users admitted for an inpatient stay, there will be standing orders for nicotine replacement therapy available when staff assesses that a patient uses tobacco.
3. Patients will be reminded upon admission of the tobacco-free policy.
4. Patients will be advised that leaving the nursing unit and campus to use tobacco products is against policy. Those who insist on doing so will be managed and documented according to the AMA policy and form including “discharge” and requiring re-admission to the facility.

Medical and Dental Staff.

1. Medical and Dental staff should notify patients prior to their appointments or admission that the System has a tobacco-free policy.
2. Medical and Dental staff should utilize the nicotine replacement therapy standing orders for tobacco users.
3. Medical and Dental staff in violation of this policy should be reported to Medical Staff Services to/for their Chief of Service.

Visitors/ Vendors/Contractors:

1. Visitor, vendors or contractors violating the policy should be courteously reminded to remain tobacco free while on System premises. In the event that tobacco use continues, Security should be notified.