

**PITT COUNTY MEMORIAL HOSPITAL**

**POLICY/PROCEDURE**

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**MANUAL:** Administrative

**SUBJECT:** Tobacco Free Environment

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**NUMBER:** 158    **PAGE** 1 OF 3

**EFFECTIVE DATE:** July 30, 1986

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**PREPARED BY:** Tobacco Free Taskforce

**REVISED:** Jan. 1, 1990, Jan.1, 1992, Jan.1, 1994,  
Jan. 1,1997, May, 31, 2006.

**REVIEWED:** May 1, 1987, Sept. 1, 1999

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**President (or designee)**

**APPROVED BY:**

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**POLICY**

The use of tobacco products is prohibited on the hospital campus to include its roadways and sidewalks and in all hospital owned or leased vehicles or aircraft as stated in the policy.

**PURPOSE**

PCMH is a vital and often central part of its community. As a health care institution it is important that we educate and model healthy behaviors for the community and surrounding region. With this in mind, implementation of a tobacco-free environment is evidence of our commitment to create and sustain healthy communities. This policy applies to all employees, medical staff members, volunteers, visitors, vendors and patients.

**AREAS COVERED BY POLICY**

The following areas are tobacco free:

1. All property leased or owned by PCMH (including Greenville campus of UHS entities).
2. All grounds leased or owned by PCMH (including Greenville campus of UHS entities).
3. Employees will follow the policy of other entities when visiting.
4. PCMH employees will follow PCMH policy when on East Carolina University Division of Health Sciences Campus (to include the Brody School of Medicine) conducting activities within the scope of their employment.
5. Smoking in vehicles is prohibited at the above-mentioned areas.

**SPECIAL CIRCUMSTANCE FOR PATIENT TOBACCO USE**

Tobacco use by a patient (18 years of age or older) may be authorized only in the case of a terminal illness where the patient may be made more comfortable by tobacco use. Tobacco use is prohibited (no medical exceptions allowed) for all hospital-based ambulatory care areas and for all child or adolescent patients. Tobacco use is authorized through a physician's written order in the progress notes of the patient's medical record. The patient must be informed of the potential health hazards of tobacco use and sign a release form. Hospital staff will assist physicians in providing patients with information on the hazards of tobacco use. The form will be a permanent part of the patient's medical record. When written authorization is given for patients to use tobacco, the nursing staff will provide an ongoing assessment and intervention as needed to prevent hazardous conditions. Tobacco use privileges must not interfere with all schedules for therapeutic or diagnostic activities.

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Patients with authorization to smoke will be placed in an AFB isolation room with outside exhaust. If smoking has been permitted in the patient’s room, the room must be thoroughly cleaned and curtains changed to remove tobacco residue when the patient is discharged. Under no circumstances will smoking be permitted in bed with the patient unattended, when oxygen is in use, or when a non-smoking roommate is present. The rights of staff requesting to not be subjected to the second hand smoke of a patient will be protected via the Staff Rights Policy.

**TOBACCO AVOIDANCE PROGRAMS**

PCMH will offer the following resources to support tobacco users in abstaining from tobacco use while on campus and support tobacco users who desire to quit tobacco use. Wellness education time will be allowed for employees to participate in the programs and counseling pursuant to the Wellness Education Hours Policy.

1. **Freedom From Smoking Tobacco Cessation Program** is available to employees, dependents and the general public through ViQuest.
2. **Counseling Services** to aid in tobacco cessation are available for employees and dependents through InSight employee assistance program, ViQuest Rewards and the ViQuest Clinic.
3. **Nicotine Replacement Therapy (NRT)** - Prescriptive aids and over-the-counter NRT medications are available for purchase by employees and dependents at the employee pharmacy.
4. **Education Materials:** Education materials on tobacco cessation are accessible at designated locations in the hospital.

**ENFORCEMENT**

All hospital staff are responsible for complying with and the enforcement of this policy. Staff will be educated as to the requirements of this policy and how to manage noncompliant individuals covered by this policy. When a staff member observes an incident of noncompliance, they will use the informational card as a means to document noncompliance and as a means to educate and prompt compliance with the policy. Staff record the required information on the top of card, tear off and place in intercampus mail. This data will be used to determine the effectiveness of the policy and opportunities for improvement. Staff should then provide the bottom copy of the card to the noncompliant individual and request, in a courteous manner that they refrain from using tobacco products on campus in accordance with our policy. Noncompliant hospital employees are subject to the disciplinary action policy.

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**OVERSIGHT**

The Tobacco Free Committee is charged with maintaining the tobacco free policy, monitoring compliance with the policy and developing procedures to increase compliance with the policy. The Committee will be chaired by senior leadership and will report to the President.