

CITY HEALTHCARE  
CITY, MONTANA

6-22-06 version Approved by HEALTHCARE
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DATE: \_\_\_\_\_

ADMINISTRATIVE POLICY  
NO. \_\_\_\_\_

SUBJECT: Tobacco Free Campus

APPROVED: \_\_\_\_\_  
Chief Executive Officer

SUPERCEDES: Policy  
Policy

I. POLICY:

All CITY HealthCare (HEALTHCARE FACILITY) facilities and campuses shall be tobacco-free as of November 16, 2006. Specifically, this means the use of any tobacco product including cigarettes, cigars, pipes, and smokeless tobacco will be prohibited in facilities or on properties of HEALTHCARE FACILITY. In addition, the sale of tobacco products is not permitted at any HEALTHCARE FACILITY facility or on HEALTHCARE FACILITY property.

II. PURPOSE:

Tobacco use is the chief, single, avoidable cause of death in our society and the most important public health issue of our time. As a health care organization committed to the health and safety of its employees, patients and visitors, it is CITY HealthCare's responsibility to take a leadership role on the major public health issue of tobacco usage. This policy demonstrates our commitment to the health and safety of our employees, patients, visitors, and the community.

III. SCOPE:

This policy is applicable to all employees, medical staff, patients, visitors, students, volunteers, vendors, and contractors of HEALTHCARE FACILITY. "Facilities or properties" includes, but is not limited to, our hospital, clinics, office buildings, parking lots, private vehicles on HEALTHCARE FACILITY property and HEALTHCARE FACILITY vehicles. This policy applies regardless of whether a HEALTHCARE FACILITY facility or property is owned, leased, or rented and whether or not the owner or other tenants follow similar guidelines.

#### IV. PROCEDURE

##### A. COMMUNICATION AND SIGNAGE

1. Signs will be posted at each facility announcing this policy.
2. The community, patients, and visitors will be informed of the policy through a variety of communication methods which may include HEALTHCARE FACILITY newsletters, the HEALTHCARE FACILITY website, bill stuffers, print and electronic media, meetings, and other communication materials.
3. HEALTHCARE FACILITY Human Resources will communicate this policy to employees. Candidates for employment will be informed of the policy both during the application process and during the employee orientation process.

##### B. EMPLOYEES

1. Employees will be prohibited from using tobacco during all paid time including breaks.
2. Employees are not allowed to use tobacco during unpaid meal times if they remain on the HEALTHCARE FACILITY campus or on any HEALTHCARE FACILITY property.
3. During unpaid meal times, employees are discouraged from using tobacco on properties adjacent to HEALTHCARE FACILITY facilities or properties that are not owned, leased, or rented by HEALTHCARE FACILITY. Wearing a HEALTHCARE FACILITY name badge while using tobacco products is not permitted.
4. Employees will be encouraged to quit tobacco and offered assistance, which may include discounted nicotine replacement therapy, cessation education classes, individual cessation assistance from tobacco prevention department staff, and linkage with additional cessation resources.
5. Failure to adhere to this policy will result in disciplinary action as defined in Human Resource policies.

##### C. PATIENTS AND VISITORS

1. Respectful enforcement of this policy is the responsibility of all HEALTHCARE FACILITY employees and medical staff.
2. Tobacco use during any portion of an inpatient's hospitalization or outpatient visit will not be permitted.
3. All patients admitted to CITY Memorial Hospital will be screened for tobacco use and dependency during the admission assessment conducted by the designated health care provider. Patients identified as current tobacco users will be advised to quit and provided with information about tobacco cessation and the various treatment options available to them, including pharmacotherapy.
4. Patients will be required to communicate with their treating physician to request nicotine replacement products or other pharmacotherapy.
5. Patients and visitors who fail to comply with this policy will be reminded that HEALTHCARE FACILITY is a tobacco-free facility and will be advised of resources available to them to assist with compliance while they are on HEALTHCARE FACILITY property. Appropriate follow-up will

be conducted with the physician, Risk Management, and/or Safety Officer as needed.

6. Receptacles to extinguish tobacco products will be located near high volume entrances to all HEALTHCARE FACILITY properties.