



COMMUNITY MEDICAL CENTER

Administrative
Policy
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Manual

Tobacco-Free Environment

POLICY:

It is the policy of Community Medical Center to provide a safe and healthy environment for patients, staff and visitors free of tobacco products on Community Medical Center's campus. Community Medical Center is tobacco-free effective January 1, 2008.

DEFINITIONS:

- a. Community Medical Center campus: Includes all buildings and their respective property, all parking lots & garages, sidewalks bordering all property, along with facility-owned vehicles
- a. Tobacco Use: Includes smoking, carrying a lighted cigar, cigarette, pipe or other lighted smoking device and/or use of smokeless tobacco products; i.e. – chew, snuff, etc.

PURPOSE:

To promote health and safety for our patients, visitors and hospital staff through a tobacco free environment. Health includes prevention as well as treatment of diseases. Tobacco-related illnesses comprise the largest proportion of preventable diseases. Additionally, the danger of fire poses a safety threat to patients, visitors and staff.

1. This policy applies to all patients, visitors, medical staff, staff, volunteers and public utilizing any facility owned, operated and/or occupied in Community Medical Center.
2. Patients are not permitted to smoke. The Condition of Admissions form reflects our hospital policy and informs the patient that nicotine replacement/cessation options are available and that there is a process for non-compliance that may be initiated by the patient's physician.

PROCEDURE:

1. Employees observed by Security using tobacco products on Community Medical Center property will receive a citation. A copy of the citation will be forwarded to Human Resources for inclusion in the employee's personnel file. It is the responsibility of Human Resources to ensure that proper disciplinary action is taken (refer to POLICY #502, Disciplinary Procedure).
2. Management Staff and Supervisors are accountable for enforcing this policy among employees within their departments. The Security Staff are accountable for enforcing this policy in the public areas.
3. The Admissions Department is responsible to inform patients of this policy upon admission. Nursing is to notify Security of any tobacco products found with patients upon admission. Nursing is to assess patients for tobacco use. For those patients requiring physician intervention (i.e. nicotine replacement), the patient's admitting physician will be notified for further orders. Nursing is responsible to educate and reinforce our policy with patients on the nursing units. If patients are noted to be in breach of our tobacco-free policy

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off their unit, Security is to notify the nurse responsible for the patient's care. He/she is then responsible to inform the patient's admitting physician for possible further orders. CMC staff and Security will notify visitors as appropriate.

4. It is the responsibility of Human Resources at orientation, and Department Managers to review this policy with all employees. Additionally, it is every employee's responsibility to notify patients, visitors, and others on Community Medical Center property of our Tobacco Free Environment. In all encounters regarding the enforcement of this policy, tact, diplomacy and courtesy must be observed.
5. Staff is encouraged to also keep the geographic areas bordering the boundaries of our campus discussed in this policy tobacco-free. Moving beyond these boundaries could be a nuisance to our neighbors and all are encouraged to respect the well being of our neighbors and their right to a healthy and safe tobacco free environment.
6. The Medical Staff will be referred to the Vice President of Medical & Academic Affairs.
7. Smoking /tobacco cessation classes and information on quitting are available to staff in-house and through community partners. Most insurance plans cover either part of the cost or all of the cost, as well as aid to assist in quitting. Check with your insurance company and your family physician.

The following is a list of community resources for smoking/tobacco cessation:

- Community Medical Center's Community Health Education Department- 570 969-8986
- The American Lung Association, local office, (570) 570 346-1784
- The American Lung Association, on line, www.lungusa.org (free)
- American Cancer Society 1-888-227-5445
- FREE QUIT LINE, 1 800- QUITNOW (1-800-784-8669) from the Pennsylvania
- Department of Health and the American Cancer Society.
- Blue Cross of Northeastern Pa.1-866-262-4764 ext. 4455 (for subscribers only)

POLICY REVIEWED IN COLLABORATION WITH THE MEDICAL STAFF, ADMISSIONS, PATIENT CARE SERVICES, FACILITIES MANAGEMENT, HUMAN RESOURCES, PATIENT SAFETY AND RISK MANAGEMENT.

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