**POLICY STATEMENT:**

No smoking or use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted by anyone on property owned or leased by Winchester Hospital or Winchester Physician Associates, or in vehicles if on such property. Further, employees, physicians and allied health care professionals, vendors, students and volunteers may not smoke or use tobacco products within a one mile radius of such property, unless it is on their own personal property or they are invited onto such property. Employees, physicians and allied health care professionals, volunteers, students, and vendors must not smell of smoke while at work. Senior Management, Directors, Managers and Supervisors must assist Security in enforcing this Policy.

**RATIONALE:**

Smoking is the single most preventable cause of death, disease and disability in the United States. As a health care organization, the Hospital must serve as a role model for the promotion of good health and smoking prevention and cessation.

**PROCESS:**

1. **Notification**
2. **Employees:** During the hiring process the Human Resources staff member recruiting an applicant for a job is responsible for notifying the applicant of the Hospital’s Tobacco Free Policy.
3. **Physicians and Allied Health Care Professionals:** Upon initial application and application for reappointment, the Medical Staff Office will inform applicants and members of the Medical and Allied Health Care Professional Staff of the Tobacco Free Policy.
4. **Volunteers:** The Director of Volunteers is responsible for notifying volunteers of the Tobacco Free Policy.
5. **Students:** The Nursing Staff Development Office and/or the Manager of any area where students are assigned are responsible for notifying the student and the student’s academic program of the Tobacco Free Policy.
6. **Vendors:** The Director of Materials Management is responsible for notifying vendors of the Hospital’s Tobacco Free Policy.
7. **Patients:** Admission or registration staff are responsible for informing patients of the Tobacco Free Policy upon admission or registration. Patients will be asked to sign an “Acknowledgment of Tobacco Free Policy” form that will be placed in their medical record. If the patient refuses to sign the form, staff will advise them that they are still required to comply with the Policy and document the conversation on the form.
8. **Visitors:** Visitors shall be informed of the Tobacco Free Policy through signs posted outside and inside the Hospital.

**2. Smoking Cessation Assistance**

1. **Patients:** 
   1. For patients admitted to inpatient units, during the nursing admission assessment, the patient’s nurse will assess the patient’s smoking status. If the patient is currently a smoker or quit smoking within the last three months, the nurse will provide the patient with information on the dangers of smoking and available smoking cessation programs, as well as resources available during the inpatient stay.
   2. The inpatient order set will include the Nicotine Replacement Therapy (NRT) protocol as written orders per MD upon admission. If a patient refuses NRT, the nurse will document in the Electronic Medication Assessment Record that the patient refused the medication.
   3. Inpatients who are identified as tobacco users will be assessed for withdrawal symptoms. Such symptoms will be communicated to the patient’s physician who will prescribe smoking cessation treatments (e.g. nicotine patch) if indicated. Staff should document that smoking cessation alternatives have been offered to the patient
2. **Employees, Physicians, Volunteers:** Smoking cessation assistance is available to employees, physicians and allied healthcare professionals and volunteers through the Community Health Institute.

**3. Enforcement**

1. **Employees, Physicians, Allied Health Care Professionals, Volunteers, Students, and Vendors:** Any employee observing an employee, physician or allied healthcare profession, volunteer, student, or vendor smoking or otherwise using tobacco products in violation of this Policy is strongly encouraged to do one of the following:
2. Inform the individual of the Tobacco Free Policy and request that the individual stop smoking or using tobacco products and provide the name of the individual to the CEO/President’s Office;
3. If at the Hospital, contact Security at extension 2560, and Security will approach the individual and request that the individual stop smoking or using tobacco products, and provide the name of the individual to the President’s Office.
4. If at an off-site location, contact their supervisor, who will approach the individual and request that the individual stop smoking or using tobacco products, and provide the name of the individual to the President’s Office.

If Security Staff, Directors, Managers, or Supervisors observe anyone smoking on Hospital property, they must inform the individual of the Tobacco Free Policy and request that the individual stop smoking or using tobacco products, and provide the name of the individual to the President’s Office.

The President or his designee will refer the matter to the Vice President of the area where the person works/volunteers who will take the appropriate action. (For employees, the Discipline and Grievance Personnel Policy will be followed.)

1. **Patients:** If a patient is seen smoking or using tobacco products, employees should notify the patient’s nurse or Security, who will notify the patient’s nurse. The patient’s nurse will:
   * 1. Remind the patient that Winchester Hospital is tobacco-free.
     2. Provide counseling and offer nicotine replacement options if the patient is not currently on a protocol for smoking cessation.
     3. If the patient insists on smoking, contact the Nurse Manager and/or Clinical Supervisor for assistance.
     4. Immediately contact Security at ext. 2560 or by page if the patient exhibits any disruptive behavior.
2. **Visitors:** Any employee observing a visitor smoking or using tobacco products in violation of this Policy is strongly encouraged to do one of the following:
3. Ask the visitor to stop smoking or using tobacco; or
4. If at the Hospital, contact a Security Officer immediately at ext. 2560, who will approach the individual and request that the individual stop smoking or using tobacco products. If the individual proceeds to smoke on adjacent property, the Security Officer shall request that they refrain from doing so as a courtesy to the Hospital’s neighbors.
5. If at an off-site location, contact their supervisor who will approach the individual and request that the individual stop smoking or using tobacco products.

Security Staff, Senior Management, Directors, Managers and Supervisors shall assist in enforcing this policy by approaching visitors who are smoking and asking them to refrain from smoking or using tobacco products. If the individual refuses, they should be asked to leave the premises and to refrain from smoking on adjacent property as a courtesy to our neighbors.

**4. Smelling of Smoke:** If a Supervisor receives a report or notices that an employee, physician or allied health care professional, volunteer, student, or vendor smells of smoke, he/she should take the appropriate action. If an employee, the employee may need to go home to change clothes; if a physician or allied health care professional, talk to the physician or the Vice President for Medical Affairs or his designee; if a volunteer, call the Volunteer Office, if a student, call the preceptor; if a vendor, call the Materials Management Office.

**FORMS:***Acknowledgement of Tobacco-Free Environment*

*Nicotine Replacement Protocol*

**ATTACHMENTS:** None.

**CHECKLIST/JOB AIDS:** *Breathe Free At Winchester Hospital: A Guide for Employees*

**REFERENCES:** Personal Appearance Personnel Policy

**CHRONOLOGICAL HISTORY:** Adopted November 17, 2011.