HUMBOLDT GENERAL HOSPITAL
CRITICAL ACCESS HOSPITAL
118 East Haskell Street
Winnemucca, Nevada 89445

POLICY/PROCEDURE

Date: 07/23/2010  Revised 04/20/2012
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Developed by: R. Green
Department: Administration

Reviewed: 

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Effective: 

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POLICY: Smoke and Tobacco Free Campus

PURPOSE: Humboldt General Hospital’s goal of a smoke and tobacco free campus is to provide a safe and healthful environment for all, including patients, Harmony Manor residents, visitors, physicians, volunteers, and employees. The use of tobacco products and the effects of second-hand smoke are known to cause serious health conditions. We are concerned about your health; however, we are not requiring individuals to stop smoking. Rather, we are asking individuals not to smoke or use tobacco on our campus. We are willing to provide support and resources to employees and patients who wish to stop the use of tobacco products. Humboldt General Hospital is striving to create an environment that is committed to all aspects of healthcare, wellness and prevention, as well as treatment. Modeling healthy behaviors is important and supports the hospital’s mission of promoting the health of our community.

POLICY:

Scope of Policy/Applicability/Enforcement:

1) Smoking and use of tobacco products is prohibited while on any HGH property, leased buildings, landscaped areas, sidewalks and parking lots. This prohibition extends to anywhere within work areas, restrooms, hallways, employee lounges, cafeterias, conference rooms, waiting rooms, and reception areas. This includes vehicles parked in HGH parking lots.

2) This policy prohibits the use of all forms of smoking and tobacco including cigarettes, cigars, pipes, electronic cigarettes, smokeless tobacco, chew, snuff and dip.

3) Tobacco products are not to be used at any hospital sponsored events that are held on or off HGH property.

4) Tobacco products may not be used in any vehicle HGH owns or uses.

5) Employees are encouraged and expected to be good neighbors and refrain from using tobacco products on the property of nearby residences.

6) Signs designating the campus as Smoke and Tobacco Free will be posted at all campus and building entrances and in other conspicuous places. All ash receptacles will be removed from the hospital campus.

7) Tobacco cessation products will be made available through the HGH Pharmacy.
8) This policy applies to all employees, volunteers, physicians, patients, Harmony Manor residents, visitors, contractors and vendors.

9) Department Managers will be responsible for staff, patients, residents and visitors in their area; however, all employees of HGH are responsible for enforcement of this policy.

10) Potential new hires will be informed of the Smoke and Tobacco Free Campus policy during the interview process. This policy will be reviewed at new employee orientation.

11) Potential residents of Harmony Manor will be informed of the Smoke and Tobacco Free Campus policy prior to placement to the facility. Residents will not be permitted to smoke or use tobacco products. The resident’s physician may complete an order for pharmacotherapy for nicotine replacement, may consult with Pharmacy regarding dosing options, and may order a consult with a smoking cessation facilitator.

PROCEDURE:

Employees who Smoke or Use Tobacco Products:

1) Employees will be permitted to smoke or use tobacco products during their unpaid lunch period, and must “clock out” to leave campus and “clock in” when they return. Employees will no longer be permitted to leave the hospital campus to use tobacco products during their 10 minute paid breaks. Employees will not be permitted to waive their 10 minute paid work break in lieu of clocking out to leave campus to use tobacco products. Paid breaks must be taken on hospital campus.

Clinical and Registration Staff Responsibilities/Inpatient Smokers:

1) Physicians:
   a. The attending physician is responsible for assessing patients and discussing with them the availability of pharmacotherapy for smoking cessation.
   b. The physician may complete an order for pharmacotherapy for nicotine replacement, may consult with Pharmacy regarding dosing options, and may order a consult with a smoking cessation facilitator.
   c. When a patient is admitted for elective surgery/procedure or direct admitted, the attending physician will discuss the Smoke and Tobacco Free Campus policy before hospitalization. A physician’s order to allow a patient to smoke will not be honored.

2) Nursing:
   a. Upon admission, the accepting Nurse will ask each patient if he/she currently uses tobacco products and will record the response in the patient’s chart.
   b. For those patients who respond affirmatively, the Nurse will provide patient educational materials and will notify the physician (if physician hasn’t previously completed an order) if there is a need to start nicotine replacement therapy.
   c. Patients will be informed that leaving the campus while admitted will not be allowed. Patients leaving campus while admitted will be classified as an “against medical advice” (AMA) event.
3) Registration:
   a. At the time of registration, the Receptionist will present the patient or patient’s
      family member with a document explaining the hospital’s policy and advising
      patients who use tobacco products to talk with their physician about tobacco
      replacement therapy.

Patient Responsibilities:

1) At the time of admission, patients will be advised of the Smoke and Tobacco Free
   Campus policy.

2) Patients are encouraged to speak with their admitting physician about tobacco
   replacement therapy.

Visitors:

1) Visitors who wish to smoke or use tobacco products will be required to leave campus.

2) Visitors or family who are experiencing stressful situations, such as a family member
   undergoing surgery, can be directed to the cafeteria for a refreshment and the vending
   machines for gum, hard candy, etc.

3) Informational cards are available in all departments, reception areas and nurses stations
   for all staff to give visitors who are observed smoking or using other tobacco products
   on HGH property. Providing informational cards creates an opportunity to educate and
   intervene and to explain the hospital’s policy.

4) For those visitors who fail to comply with policy, Maintenance or House Supervisor will
   be contacted. Maintenance/House Supervisor may contact the police department if
   necessary.

Employee Responsibilities:

1) All HGH employees are accountable and responsible for utilizing appropriate protocol
   for occasions when any person uses tobacco products on hospital property.
   Appropriate protocols include, but are not limited to, politely approaching the individual
   about the hospital’s policy and presenting them with a “Smoke-Free Reminder” card.

2) In the event an employee encounters another employee who is seen using tobacco
   products and refuses to comply, the incident will be reported to the employee’s
   supervisor.

3) In the event an employee encounters a patient or visitor who refuses to comply, the
   assistance of Maintenance or House Supervisor will be requested. Maintenance/House
   Supervisor may contact the police department if necessary.

Employee Corrective Action:

1) Employees who fail to comply with the policy will be subject to disciplinary action, up to
   and including termination, just as with any breech of hospital policy.