



Policies

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Department: Administrative Directives		
Sub Dept: Administrative Directives		
Owner: Robert Hamilton	Issued: 5/13/2009	
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All facilities and campuses shall be tobacco free as of October 1, 2009. Specifically, this means the use of any tobacco products including but not limited to cigarettes, cigars, pipes, vaping (includes tobacco and non-tobacco), smokeless tobacco, as well as any tobacco/nicotine replacement product that is not approved by the FDA will be prohibited in facilities or on properties of Community Medical Center. In addition, the sale or distribution of tobacco products is not permitted at Community Medical Center campus or property.

Purpose

Tobacco is the number one avoidable cause of death in our society and the most important public health issue of our time. As a health care organization, we are committed to the health and safety of our employees, patients and visitors. It is Community Medical Center'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.

Scope

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

Procedure Details

Communication and Signage:

1. The community, patients and visitors is informed of the policy through a variety of communication methods which may include Community Medical Center's newsletters, website, bill inserts, paycheck enclosures, print and electronic media, meetings and other communication materials.
2. "Tobacco Free Campus" signs are posted at all entrances and other areas as needed on Community Medical Center's campus and all associated facilities reminding visitors, patients, employees, volunteers, contractors that Community Medical Center is a tobacco

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free campus.

3. Community Medical Center's Human Resources will communicate this policy to employees. Candidates for employment will be informed of this policy both during the application process and during the employee orientation process.

Employees

1. Failure to adhere to this policy will result in progressive disciplinary action - refer to AD5041 Disciplinary Policy
2. Employees will be prohibited from using tobacco during all paid time including breaks.
3. Employees are not allowed to use tobacco during unpaid meal times if they remain on Community Medical Center's campus or property.
4. During unpaid mealtimes, employees are discouraged from using tobacco on properties adjacent to Community Medical Center or properties that are not owned, leased or rented by Community Medical Center. Employees wearing a facility name badge while using tobacco products is not permitted.
5. During work time, the odor of smoke or tobacco will not be present on an employee's breath, body, or clothing. Individuals not in compliance will be asked to remedy this situation, which may require the use of unpaid time.
6. Employees will be encouraged to quit tobacco and offered assistance, which may include tobacco cessation medications, education classes, individual assistance, and linkage with additional cessation resources.

Community Tobacco Premium Incentive Program

- All employees on the Community Medical Center health plan are eligible for a \$15 per month incentive on their health plan if they are not tobacco users or currently enrolled in an approved tobacco cessation program. Employees must complete and submit a Tobacco Cessation Program Form or Non-Use form to Human Resources to receive the incentive.
- Spouses covered on the Community health plan must also sign the applicable form. Community insured Employees/spouses who do not use tobacco must complete the Non-Tobacco Use form. If you/your Community insured spouse uses tobacco but are currently enrolled in a tobacco cessation program, you must complete the Tobacco Cessation Program form along with documentation verifying that you are following a structured tobacco cessation program. Documentation may include a written plan you and your provider have chosen for you (must be signed by your provider), or the Explanation of Benefits from Blue Cross Blue Shield of MT showing the code for the visit to your provider for Tobacco Cessation consultation/counseling.
- A visit to a CPG Provider for Tobacco Cessation consultation/counseling is covered at 100% with no cost share for employees and their covered spouses on the Community health plan. Additionally, prescription and Over the Counter (OTC) Nicotine replacement therapies are covered at 100% if you fill your prescription at Community Rx. Documentation may include a copy of the receipt for your prescription or OTC Nicotine replacement therapy.
- Community also encourages the use of the Montana Quit Line, 1-800-Quit-Now (1-800-784-8669); they will provide you a certification form as documentation that you are using this service.
- Employee Health offers a limited supply of Nicotine Replacement Therapy as well as education and materials to help employees abstain from tobacco use.

Patients, Residents, and Visitors

1. Respectful communication and enforcement of this policy is the responsibility of all Community Medical Center's employees and medical staff.
2. Tobacco use during any portion of an inpatient's hospitalization or outpatient visit, or

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resident's stay will not be permitted.

3. All patients and/or residents admitted to Community Medical Center will be screened for tobacco use and dependency during the admission assessment and advised of the policy. Patients identified as current tobacco users will be advised to quit and given the opportunity to receive tobacco cessation information and the various treatment options available to them, including pharmacotherapy.
4. Patients and/or residents will be encouraged to communicate with their treating physicians to request nicotine replacement products or pharmacotherapy.

Patients, residents, and visitors who fail to comply with this policy will be reminded that Community Medical Center is a tobacco free facility and will be advised of resources available to them to assist with compliance while they are on Community Medical Center property. Appropriate follow-up will be conducted with the Manager or Director of the appropriate departments.

System Generated Footer

Attachments:

Related Documents:

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Sub-Dept: Administrative Directives

Sub-Dept 2: Administrative Directives

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