



- Administrative
- Departmental

SUBMITTED BY: _____ **APPROVED BY:** _____

Evidence-Based Clinical
Practice Council

Title: Tobacco-Free Committee

**Responsible
Department**

APPROVED BY: _____ **APPROVED BY:** _____

Title: Patient Safety Committee

Title: Chairman, Medical
Executive Committee

APPROVED BY: _____ **APPROVED BY:** _____

Title: Vice President, Nursing
Administration

Title: Chief Executive Officer

Creation Date: _____

Review Date: _____

Revision Date: _____

THIS PROCEDURE SUPPORTS THIS POLICY:

SMH-900 South Miami Hospital Administrative Policy

PROCEDURE TITLE:

Tobacco-Free Campus

PROCEDURE STATEMENT:

South Miami Hospital is committed to promoting the health, well-being and safety of their patients, employees, physicians and visitors while on the Hospital's campus. Tobacco use is a proven health and safety hazard, both to smokers and non-smokers exposed to secondhand smoke, with serious risks as the long term consequence for all affected. Smoking is the leading cause of preventable death in the United States and the use of tobacco products is inconsistent with the Hospital's health care mission. South Miami Hospital is a vital part of our community.

As a health care provider, it is important to educate and model health behaviors. For this reason, South Miami Hospital will be deemed tobacco-free. Smoking and/or the use of all tobacco products is not allowed in buildings, properties or facilities (the "Campus") used, owned or leased by South Miami Hospital. This policy applies to all employees or agents, volunteers, patients, physicians and visitors present on the South Miami Hospital campus.

RESPONSIBLE DEPARTMENT / PERSONNEL: (Optional)

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

All employees, volunteers, physicians, patients and visitors of South Miami Hospital.

AUTHORITY / ENFORCEMENT: (Optional)

Evidence-Based Clinical Practice Council and Leadership.

DEFINITIONS: (Optional)

PROCEDURES FOR IMPLEMENTATION (INCLUDING FORMS / SYSTEMS):

1. Effective May 31, 2008, all owned, leased or managed South Miami Hospital buildings, grounds and parking lots will be deemed tobacco-free. All persons are prohibited from using tobacco products while present on any part of the South Miami Hospital campus. This includes personal or private vehicles parked on parking lots and in parking garages located on the South Miami Hospital campus.
 - a. See attachment – Map of SMH Campus.
2. This policy prohibits the use of all forms of tobacco including but not limited to cigarettes, cigars, pipes, smokeless tobacco, chew, snuff and dip.
3. Tobacco products are prohibited from use and/or display at any Hospital sponsored events that are held on the South Miami Hospital campus.
4. Tobacco products are prohibited from use and/or display in any of the vehicles used, leased and/or owned by South Miami Hospital and the Baptist Health South Florida.
5. Signs will be posted at entrances and displayed in prominent, visible areas declaring the tobacco-free status and non-smoking policy of South Miami Hospital.
6. Assistance, via smoking or tobacco cessation programs, will be provided to patients/employees who wish to stop smoking or using tobacco products. Counseling is available and may be arranged or scheduled through Pulmonary Rehab at 786-662-8484 Monday to Friday from 9:00am to 5:00pm. Refer to: Pulmonary Rehab Policy Number: 200.19.
7. All South Miami Hospital employees and leadership are required to observe and promote compliance with the Tobacco-Free policy.
 - a. All employees are responsible for encouraging compliance by fellow employees, physicians, inpatients, hospital-based outpatients, visitors, students, vendors, contractors, subcontractors, children/youth, volunteers and others found violating the Tobacco-Free policy by courteously reminding them of this policy and suggesting that the smoking material be extinguished or tobacco-product be removed or discarded.
 - b. In the event the presence of tobacco and/or smoking involves a potential threat to health or safety (i.e. smoking where combustible supplies, gases or oxygen are used or stored) and in other potential hazardous situations, security may be called upon for additional support and assistance.
 - c. Employees have a duty to inform a hospital leader when they witness violations of this procedure.
8. Clinical and Medical Staff Responsibilities:
 - a. Physicians:

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- i. The attending physician is responsible for assessing the patient and discussing with the patient available pharmacotherapy for smoking cessation.
 - ii. The physician completes the Physician's Smoking Cessation Protocol and Prescription Order form SMH 3541.
 - iii. A physician's order to allow a patient to smoke while hospitalized will not be carried out.
- b. Nursing:
- i. Upon admission to a Patient Care Unit, the nurse admitting the patient will ask if he or she currently uses tobacco products and will inform the patient that South Miami Hospital is a Tobacco Free facility and discuss alternatives. The nurse will document the response in the Initial Assessment Sheet in the patient's medical record.
 - ii. Alternatives:
 - 1) Physicians order for nicotine replacement therapy.
 - 2) Smoking cessation counseling.
 - iii. If the patient confirms the use of tobacco products, the nurse will initiate an electronic referral requesting a smoking cessation consult with the Respiratory department.
- c. Respiratory Therapy:
- i. A respiratory therapist responds to the smoking cessation consult prior to discharge, with educational materials related to smoking and smoking cessation references, and document on interdisciplinary plan of care.
 - ii. Upon request from the patient or physician a smoking cessation counselor may see patient.
9. Visitors/Vendors:
- a. Information about the Hospital's Tobacco-Free policy is available through the Security Office and at the Fast-Pass Stations and will be provided to visitors upon request.
 - b. Employees are asked to remind visitors who are observed smoking or using tobacco products on the Hospital campus of the Tobacco-Free Procedure.
 - c. Employees are encouraged to provide visitors information about the hospital's Tobacco-Free policy when appropriate.
 - d. For those visitors who fail to comply with the Tobacco-Free policy, Security is notified via PBX / Hospital Operator (#7722) for assistance to address the non-compliant visitor.
 - e. Information about the Hospital's Tobacco-Free policy is available through the Security Office and at the Fast-Pass Stations and will be provided to vendors.
 - f. For those vendors who fail to comply with the Tobacco-Free policy, Security is notified via PBX / Hospital Operator (#7722) for assistance to address the non-compliant vendor.
10. Employee Responsibilities:
- a. Appropriate protocols include, but are not limited to, politely reminding the individual about the Hospital's policy and offering information related to nicotine replacement. Information is also available through the Security Office and at the Fast-Pass Stations.
 - b. In the event that an employee is seen using or displaying tobacco products and refuses to comply with the Tobacco-Free policy, the incident is reported to the employee's supervisor, via face to face conversation, telephone message or email.
11. Security Department Responsibilities:
- a. Security Officers, when observing someone violating the Tobacco-Free procedure, will first ask the individual(s) to extinguish the tobacco device and explain the procedure.
 - b. The Security Officer may also present the individual the information describing the procedure.
 - c. The Security Officer generates an on-line incident report describing the event and documenting the witnesses and persons involved.

12. Inpatient Non-Compliant Course of Action:

- a. If an inpatient refuses to comply with the Policy despite previous measures to facilitate the cessation of tobacco use, the following steps are taken:
 - i. The patient will be instructed about the Policy by a supervisor, Director, Assistant Vice-President or Vice-President.
 - ii. The patient's attending physician will be notified by a staff member of the patient's non-compliance. Recommendations for interventions and/or additional pharmacotherapeutics will be proposed. Nursing will document the notification in the medical record.
- b. If the patient remains non-compliant, the following steps will be taken:
 - i. The patient again will be reeducated about the procedure.
 - ii. Nursing will document in the medical record the discussion and alternatives to smoking offered to the patient as well as the patient's response to the reeducation.
 - iii. Nursing will ask the patient to voluntarily surrender tobacco or smoking materials. If necessary, Security is available to assist in this effort. Nursing will document the patient's response in the patient's medical record.
 - iv. If Nursing determines the patient is at risk to endanger himself or others private duty sitters are ordered

13. Exception:

- a. Addiction Treatment Program (ATP) inpatients will be instructed upon admission of the hospital's tobacco free policy and all efforts will be made to direct patients to comply with such policy. Patient's will be offered at no additional expense a variety of smoking cessation devices as well as specific counseling to help them maintain abstinence with the intent of long term cessation. As in policy paragraph "C" if the patient remains non-compliant, the follow steps as it strictly pertains to addiction treatment patients will be taken.
 - i. The patient again will be reeducated about the procedure.
 - ii. Nursing will document in the medical record the discussion and alternatives to smoking offered to the patient as well as the patient's response to the reeducation.
 - iii. If Nursing determines the patient is at risk to endanger himself or others, nursing will notify the clinical director and or acting medical director for permission to therapeutically allow patient to smoke in a dedicated outdoor patio located only on the Addiction Treatment Program's 2 East tower wing.
 - iv. Such permission is the only exception to the policy and must be accompanied by a written order allowing the patient to smoke due to mitigating circumstances as being too emotionally stressful for the patient during detoxification, patient poses safety risk by smoking in patient room or patient will leave AMA as a result of not smoking.

14. The ATP Outpatient Residential Program that is located off-campus will be allowed to smoke in a designated-smoking area.

RENEWAL / REVIEW:

All procedures will be reviewed periodically and on an as need basis.

SUPPORTING/REFERENCE DOCUMENTATION:

- Florida Clean Indoor Air Act (FCIAA)

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

Attachments:

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

- Map of SMH Campus

Policies/Procedures:

- BHSF Administrative HR Policy 5250 Employee Conduct
- BHSF Human Resource Policy 5275 Personal Appearance and Grooming

Form:

- Physician's Smoking Cessation Physician's Protocol and Prescription Orders form SMH 3541
- Initial Assessment Sheet