

NORTH CAROLINA BAPTIST HOSPITAL HUMAN RESOURCES MANAGEMENT POLICY AND PROCEDURES

TOBACCO-FREE ENVIRONMENT

I. POLICY OVERVIEW:

It is the policy of NCBH to prohibit the use of tobacco products on any NCBH campus and in its vehicles.

II. PRACTICE:

The primary objective of a tobacco-free environment at NCBH is to maintain a healthy environment for patients, employees, volunteers, physicians, and visitors. A tobacco-free environment will promote healthy lifestyles throughout our communities, by encouraging individuals, especially NCBH staff, to refrain from the use of tobacco products.

A. Restrictions/Definitions:

1. Patients, employees, volunteers, vendors, contractors, physicians, and visitors may not smoke or use tobacco products on any NCBH campus or within any NCBH vehicle. NCBH also discourages the use of tobacco products by NCBH staff or visitors on properties adjacent to NCBH properties, such as sidewalks, highway right-of-ways, and privately-owned properties.
2. For the purposes of this policy:
 - a. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco and snuff.
 - b. The NCBH campus includes any NCBH owned or leased buildings/properties on any NCBH campus. For any building/property NCBH does not lease entirely, the restriction applies to the building/property associated with NCBH's lease.

B. Patient Use of Tobacco Products:

1. Inpatient Assessment/Compliance:
 - a. During the pre-admission process or admission assessment, the nurse will determine if the patient is a tobacco user; if so, the nurse will document such in the patient record and remind the patient that NCBH is a tobacco-free environment. For patients who use tobacco and desire assistance complying with this policy, the nurse will contact the admitting physician to discuss potential forms of assistance.
 - b. If a patient does not comply with this policy, patient care staff will contact their manager or Nursing Administration for assistance. Patients will be

advised that failure to comply with this policy may be grounds for a discharge or transfer from the facility.

2. **Physician Responsibility:** The attending physician will assess and discuss the need for Nicotine Replacement Therapy (NRT) with the patient who is a tobacco user, and if indicated, write an order for NRT. When a patient is to be admitted for elective surgery or a procedure, the attending physician should discuss this policy prior to hospitalization.
3. **Outpatients:** Outpatients are subject to the same restrictions as other visitors to NCBH properties.

C. Employee Responsibilities:

1. **Employee Responsibilities:**
 - a. In addition to personally adhering to the tobacco use restrictions in this policy, staff should courteously inform patients and visitors of this policy and request their compliance. Staff are also encouraged to give NCBH tobacco-free informational cards to visitors observed using tobacco products on NCBH property.
 - b. Any employee who fails to comply with this policy will be subject to disciplinary action consistent with the NCBH Human Resources Employee Rules and Regulations Policy.
2. **Security Officer Responsibilities:** Security Officers may be contacted if a visitor refuses to comply with this policy. Security will respond to such individuals in the same manner as they do with other visitors who refuse to comply with campus/property policies.