

Memorial Medical Center

Date: 9-17-07

SUBJECT: Tobacco Usage Policy

EFFECTIVE DATE: November 1, 2007

PURPOSE: To provide a safe and healthy environment in which to deliver and promote quality health care. The health hazards of tobacco are well-known within the medical community. This policy is established to minimize adverse health effects to patients, residents, visitors, physicians, and employees; to promote health and serve as a community role model; to comply with applicable regulations and standards, and to enhance employee productivity and reduce healthcare costs.

AUTHORITY: State of Wisconsin, Regulations HSS 132 and 124, State of Wisconsin Statute 101.123, JCAHO Standards

RESPONSIBLE DEPARTMENT: Administration, MAC Committee, Safety Committee

POLICY/PROCEDURE: Memorial Medical Center, including our Neillsville, Loyal, and Greenwood locations, will become a tobacco-free campus effective November 1, 2007. This policy applies to all tobacco products, including: cigarettes, cigars, pipes, herbal tobacco products and chewing tobacco.

Use of tobacco products is prohibited on all property owned or leased by Memorial Medical Center. The policy applies to the entire campus, including outreach clinics, parking lots and within vehicles parked on Memorial Medical Center property. The only exceptions are designated tobacco-use times and areas for Health & Rehabilitation residents, living at Memorial Medical Center prior to August 2007.

This policy applies to employees, residents, patients, consulting medical staff, visitors, vendors/contractors, and volunteers.

Employees & Consulting Medical Staff:

1. Employees are not permitted to use tobacco products within the facilities or on Memorial Medical Center's campuses (parking lots, vehicles, storage facilities, etc.) Employees may not use tobacco products on paid time (breaks) and are encouraged not to use tobacco products on non-paid time (lunch), when they will be returning to work. Health & Rehabilitation employees may not use tobacco products with residents.
2. Home Health employees may neither use tobacco products in a client's residence nor in their personal vehicle in route to/from a clients' residence, on paid time.
3. Employees may not use tobacco products in Memorial Medical Center-owned vehicles, whether on or off campus.
4. Employees may not use tobacco products in vehicles parked in Memorial Medical Center parking lots.
5. Employees may not use tobacco products in vehicles, if using them on paid time for Memorial Medical Center work (i.e. attending meetings, etc.).

Health & Rehabilitation Residents:

1. As of August 1, 2007, the Health & Rehabilitation facility went tobacco-free. Residents who use tobacco AND came to live at Memorial Medical Center before August 1, 2007, will be permitted to continue using tobacco in designated areas, at designated times (9 am, 1 pm, 4 pm and 6 pm), and under the direct visual supervision of a staff member.
2. One room, located in the Health & Rehabilitation facility, has been designated by administration as the tobacco usage area for residents.
3. Residents' tobacco products shall be kept at one of the two Nurse's Desks and furnished to residents upon request and upon the availability of supervision.

Hospital Patients:

1. Patients are not allowed to use any tobacco products in or on Memorial Medical Center property. Medical Staff members may not write orders for patients to smoke.
2. Prior to or upon admission to Memorial Medical Center, patients will be informed of the Tobacco-Free Campus policy.
3. Smoking cessation medication and counseling will be offered to all patients who smoke.
4. For the safety and well-being of patients, patients will not be permitted to leave the facility or campus to use tobacco products. Patients who insist on leaving the campus to use tobacco products shall be designated as leaving against medical advice (AMA) and should be processed under the AMA policy.
5. Patients' tobacco products shall be kept at the Nurse's Desk and returned to patients upon discharge.

Visitors (Hospital and Health & Rehabilitation), Vendors/Contractors, and Volunteers:

1. Visitors, Vendors/Contractors and Volunteers are not permitted to use tobacco within the facility or on Memorial Medical Center's campus. Visitors may not use tobacco products with residents who are using.
2. Visitors, Vendors/Contractors and Volunteers may not use tobacco in Memorial Medical Center-owned vehicles, whether on or off campus.
3. Visitors, Vendors/Contractors and Volunteers may not use tobacco products in vehicles parked in Memorial Medical Center parking lots.

All staff will be responsible for the enforcement of this policy. Any employee, patient or guest violating the tobacco-free policy will be asked by an employee to discontinue using their tobacco product. Supervisors will be responsible for managing this policy within their respective departments. Employees found to be in violation of this policy will be subject to disciplinary action.

DISCIPLINE POLICIES: As is stated in Memorial Medical Center's "Prohibited Conduct and Discipline Policies", the following system will be used:

- 1st offense = oral warning
- 2nd offense = written warning
- 3rd offense = suspension without pay
- 4th offense = dismissal

COMMUNICATION: Signs will be posted at strategic locations around the facility to notify staff, visitors and patients of this policy. Marketing materials, including patient literature and website, will also reflect the policy. Patients will be informed of this policy upon arrival or as soon thereafter as is medically appropriate. Existing employees will receive education through

mandatory in-service. Job applicants will be notified of the policy during the application/interview process.