

Tobacco Free Campus Policy	Number: 4600-0225
	Effective: 11-15-07
	Revised:
	Reviewed:
	JCAHO/State #: EC.1.1.2
Approved:	
Issuing Dept: Administration	
Scope: All Personnel/contractors/vendors/ patients and visitors	

This policy communicates MHCC’s position on smoking and the use of tobacco products and its expectation for all employees. As part of our mission *“To make a healthy difference in the lives of the people we serve by providing patient-centered healthcare and modern medical technology”* all Memorial Hospital of Converse County property will be tobacco free starting November 15, 2007. No tobacco use will be allowed by anyone at any time on any Memorial Hospital of Converse County owned or leased property.

POLICY STATEMENT

Tobacco use of any kind will be prohibited on the hospital campus and any owned or leased property of Memorial Hospital of Converse County. The Campus consists of all property including: Parking lots, vehicles, private vehicles on MHCC owned property, and sidewalks surrounding MHCC.

PROCEDURE and/or Key Points

Human Resources will assist in the communication of this policy by:

- Informing all applicants for employment at MHCC of the Tobacco Products policy prior to applicant accepting an offer of employment at MHCC.
- Reviewing the policy at New Employee Orientation

Compliance and Enforcement:

- Supervisors are responsible to ensure the Tobacco Products policy is implemented and enforced
- It is the responsibility of every MHCC employee to encourage compliance with this policy and to do so in a way that is positive and responsive to MHCC’s expressed desire to be a role model in the community.
- It is the responsibility of each member of the management team to enthusiastically enforce adherence to the policy.

Employees:

- Personal compliance is the obligation of each MHCC employee, and as such, becomes a condition of employment.

Memorial Hospital of Converse County
Policy and Procedure

- All employees are authorized and encouraged to communicate the policy with courtesy and diplomacy, especially with regard to patients and visitors.
- Violation of the policy may result in corrective action up to and including termination. Employees cannot leave the campus or grounds of the facility in which they work during break times.
- Clocking out for meal breaks and leaving the campus must be approved by the employee's manager.
- It is an expectation that we continue to be courteous and respectful to neighbors and neighborhoods that surround MHCC's property.

Patient/Visitor:

- Patient and visitors will be notified of the policy prior to arrival whenever possible. In addition, "Tobacco Free Campus" signs are placed at all the entrances to MHCC and in all visitor/patient areas.
- With courtesy and diplomacy employees observing patients/visitors using tobacco products in restricted areas should remind patients/visitors of the procedure.
- Individual professional judgment will have to be exercised on how best to obtain the desired degree of cooperation from the patient/visitor.

Physician Compliance:

- Physician compliance will be expected and non-compliance will be the responsibility of Medical Staff and its leadership.

Promotion of Tobacco Cessation Programs and replacement products:

MHCC will provide free counseling, through the Wellness Department's Tobacco Cessation Program, to all employees and their immediate family members who wish to end their tobacco use.

MHCC will not base hiring practices upon tobacco usage. All applicants will be notified of the tobacco-free procedure to ensure compliance by all new hires.