

Muscogee (Creek) Nation Health System SMOKING POLICY

I. Purpose:

As a health care facility, we have an obligation to our patients and to the public to strongly assert the risks to commercial tobacco use. This policy communicates the Health Systems position on smoking and the use of tobacco products and its expectation for all employees. The use of tobacco products by our employees compromises our image as a healthcare institution and is incompatible with our mission.

II. Definitions:

- a. Commercial Tobacco- Any tobacco product other than that used by American Indians for the sole purpose of healing of the mind, body, and spirit.
- b. Tobacco Use includes: cigarettes whether hand rolled or rolled commercially, chew tobacco, cigars, snuff, and pipe tobacco.
- c. Staff-Any employee full-time, part-time, temporary, consultant, volunteers, vendors, and/or contractors.

III. Policy:

Smoking or the use of any commercial tobacco product is prohibited in or on all buildings, grounds, parking lots, ramps, vehicles, and sidewalks adjacent to the properties either owned, leased, or operated by the Muscogee (Creek) Nation Health System.

Muscogee (Creek) Nation community centers hosting the Elderly Nutrition Program may apply this policy at their facility if they so choose to do so.

Compliance with the policy is expected, based upon the importance of the message this conveys to our patients as well as the implications the policy has on the health and well-being of our staff. Adherence to this policy is a condition of continued employment with our institution.

IV. Provisions:

1. Signs declaring the Health facility campus “commercial tobacco free” shall be posted at campus entrance, and other conspicuous places.
2. Health facilities will post this policy in employee common areas. Supervisors will be responsible for notifying their employees of the provision of this policy. Health System employees will be advised of the provisions of this policy during new employee orientation.
3. Health System employees may attend smoking cessation group sessions free of charge.
4. American Indian/Alaska Native employees may receive nicotine replacement therapy (NRT) products and other prescribed medications free of charge from the hospital pharmacy.

5. Any questions regarding this policy should be addressed to the health facility's safety officer.

V. Procedure:

1. Out-patients-Healthcare providers shall follow the recommended U.S. Department of Health and Human Services PHS Clinical Practice Guideline "*Treating Tobacco Use and Dependence*".
2. In-patients-Upon admission tobacco use status will be determined by questions on the admission form. Nursing staff will communicate this policy by:
 - Verbally informing patient and family regarding smoking policy.
 - Give brochure outlining policy and nicotine replacement therapy procedure during their hospital stay.
 - Provide education through audio/visual on the hazards of Second Hand Smoke.

V. Enforcement:

1. The monitoring and enforcement of the Health System smoking policy is the responsibility of all employees and volunteers. It will be the responsibility of all employees and volunteers to politely bring this smoking policy to the attention of persons observed violating the policy.
2. Employees and volunteers who violate or refuse to abide by this policy should be reported to their immediate supervisor for appropriate action, which include:
 1. Verbal Warning, with counseling by facility smoking cessation facilitator.
 2. Written Reprimand, with mandatory one hour presentation on "Tobacco 101"
 3. Suspension without pay for a period up to ninety (90) calendar days.
 4. Termination

Every effort will be made to assist employees with resource information and their understanding of this policy.

3. All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy, especially with regard to patients and visitors. Patients who refuse to comply with the Hospital's smoke free policy will be counseled by the nurse or physician responsible for the patient's care.
4. Supervisors are responsible to ensure that the Smoking Policy is implemented and enforced.