

VALLEYCARE
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
POLICY & PROCEDURE**

**NUMBER: 74
VERSION: 3**

SUBJECT/TITLE: SMOKE/TOBACCO FREE CAMPUS

POLICY: Smoking and the use of any tobacco products, including, but not limited to, cigarettes, cigars, pipes, and smokeless tobacco, is prohibited anywhere on the Olive View-UCLA Medical Center campus.

PURPOSE: To uphold Olive View-UCLA Medical Center's commitment to provide a healthy environment for all workforce members, patients, and visitors who come to the hospital campus.

DEPARTMENTS: ALL

DEFINITIONS: **Smoking** includes the use of a pipe, cigar, cigarette, electronic cigarette, or any other like substances, lighting such a substance, and/or carrying a burning pipe, cigar, cigarette, electronic cigarette, or smokeless tobacco products.

Smokeless tobacco products applies to any tobacco product that consist of cut, ground, powdered, or leaf tobacco and that is intended to be placed in the oral or nasal cavity.

Olive View-UCLA Medical Center Campus is defined as anywhere on the 500 acres that constitute the hospital campus, including all buildings, stairwells, loading docks, roofs, parking lots, and horse and hiking trails. The perimeter of the campus extends from the east of Parking Lot G to the west of the new Department of Mental Health Urgent Care Center and up into the hills above the hospital.

PROCEDURE: I. NOTIFICATION

Signs will be posted at hospital entrances and around the campus announcing the smoke-free campus policy. Whenever possible, patients and visitors will be notified of the policy prior to arrival.

Physician and Nursing staff are expected to advise patients of the smoke-free campus policy upon admission to the hospital and upon intake in the outpatient setting.

Individual departments are responsible for ensuring that vendors and

SUBJECT/TITLE: SMOKE/TOBACCO FREE CAMPUS

Policy Number: 74

Page Number: 2

outside contractors with whom they work are informed of the hospital's smoke-free campus policy. For example, Supply Chain Operations would be responsible for notification of vendors and Facilities Division would be responsible for ensuring outside contractors engaged in construction or other maintenance/repair work are aware of the policy.

II. WORKFORCE MEMBERS

A. Workforce Member Responsibilities

Workforce members are responsible for complying with the smoke-free campus policy and communicating the policy to all patients and visitors to the hospital.

Workforce members who observe another staff member, patient, or visitor violating the policy should politely inform or remind them that Olive View-UCLA Medical Center is a smoke-free campus and that if they wish to continue smoking or using tobacco products, they will have to leave the campus to do so. If the individual refuses to comply or becomes angry or aggressive, workforce member should initiate a Code Gray response or contact Sheriff Dispatch at x3409.

Workforce members who smoke may do so only off campus. Pursuant to Department of Health Services Policy 751 (Attendance), workforce members must remain on campus during their rest breaks.

Individuals applying for employment at Olive View-UCLA Medical Center will be informed by Human Resources or the hiring manager/supervisor of the smoke/tobacco-free campus policy. Information about this policy will be included in orientation for all new workforce members.

B. Manager/Supervisor Responsibilities

Managers/supervisors are expected to:

- Understand, respect, and follow the policy.
- Discuss the policy openly with staff, answer questions or direct them to the appropriate person, to address any concerns.
- Enforce the policy uniformly and fairly with all employees, patients, and visitors.
- Support efforts by staff to educate patients and visitors about the policy.
- Be respectful of staff who smoke and make sure they are informed

SUBJECT/TITLE: SMOKE/TOBACCO FREE CAMPUS

Policy Number: 74

Page Number: 3

of available resources, as requested, if they choose to quit smoking.

C. Enforcement

All members of the Olive View-UCLA Medical Center workforce are expected to comply with this policy. Policy violations will be managed through the progressive disciplinary process. Excessive workplace absences or tardiness by an employee because they are smoking will be treated as a violation of Los Angeles County time and attendance requirements.

Smoking inside campus buildings or within 20 feet of a building entrance is prohibited under California Government Code Section 7597.

III. MANAGEMENT OF PATIENTS

A. Inpatients

Upon admission, or as soon as practicable, all inpatients will be informed about the hospital's smoke-free campus policy.

Nursing staff will conduct an initial assessment that includes the patient's tobacco use. Patients who express a desire to leave the premises to smoke will be provided the "Patient Acknowledgement of Smoke Free Campus Policy and Release of Liability" (Form OV2500) for review and signature (attached). Patients will be advised of the hospital's inability to observe and manage their care if they leave the inpatient unit to which they are admitted and that their decision to leave is against medical advice. If the patient refuses to sign the Release of Liability form, the nurse or physician should document this by marking the check-box to this effect on the form. A copy of the completed Release of Liability will be placed in the patient's medical record.

Physicians will no longer write orders permitting patients to leave the unit to smoke or use tobacco products. Nursing staff will not escort patients off the unit or outside to smoke. Hospital equipment (e.g., IV pumps, wheelchairs, oxygen tanks) may not be removed from the hospital building by patients.

Patients in the Psychiatric Emergency Room and those admitted to the hospital on a legal detention or other legal hold will not be permitted to leave the unit or the building to smoke. (See Section B below.)

The physician will assess and document whether the patient smokes and

SUBJECT/TITLE: SMOKE/TOBACCO FREE CAMPUS

Policy Number: 74

Page Number: 4

the level of tobacco use during the initial History and Physical. Those patients who express a desire to smoke will be offered Nicotine Replacement Therapy (NRT), as clinically indicated. NRT products included on the Olive View-UCLA Medical Center formulary include nicotine patches, gum, and lozenges and can be ordered using the “Tobacco Cessation Physician Order” (Form OV2458). The patient will be provided educational information about smoking cessation. Nursing staff will be responsible for educating the patient about how to use NRT. (“Tobacco Cessation Physician Order” and “Patient Information: NRT” attached.)

Upon discharge, patients who receive a prescription from their physician for NRT and who are enrolled in a smoking cessation program by calling “1-800-No-Butts” may obtain an initial six-week supply of NRT products through the Olive View-UCLA Medical Center Outpatient Pharmacy.

B. Psychiatric Inpatients

Patients admitted to the Psychiatric Emergency Room (PER) and inpatient Psychiatric unit will be evaluated by the physician for their smoking history. For those PER patients who are identified as smokers and requiring NRT, the PER physician will provide an order for NRT prior to their transfer to the inpatient Psychiatric unit.

In addition to the morning Recreational Therapy outdoor activity, an additional outdoor afternoon break (weather permitting), may be made available, as appropriate for patients’ therapeutic regimen in the inpatient Psychiatric unit. Patients who are admitted under a legal detention order or other legal hold are not permitted to leave the hospital.

During their admission, Nursing staff will provide patients with education about the use of NRT, as well as about smoking cessation opportunities.

Upon discharge, patients who receive a prescription from their physician for NRT and who are enrolled in a smoking cessation program by calling “1-800-No-Butts” may obtain an initial six-week supply of NRT products through the Olive View-UCLA Medical Center Outpatient Pharmacy.

Upon discharge, patients will be provided with educational materials about continued smoking cessation.

C. Emergency Department Patients

Upon request and/or as appropriate, patients presenting to the Emergency

SUBJECT/TITLE: SMOKE/TOBACCO FREE CAMPUS

Policy Number: 74

Page Number: 5

Department who express a desire to leave the premises to smoke will be provided the “Patient Acknowledgement of Smoke Free Campus Policy and Release of Liability” (Form OV2500) for review and signature. Patients will be advised of the hospital’s inability to observe and manage their care if they leave the Emergency Department to smoke. A copy of the completed Release of Liability will be placed in the patient’s medical record.

Nursing staff will not escort patients outside the Emergency Department to smoke. Hospital equipment (e.g., IV pumps, wheelchairs, oxygen tanks) may not be removed from the hospital building by patients.

D. Outpatients

Smoking cessation educational material will be provided to patients seen in the outpatient clinics.

NRT for outpatients is restricted under the Department of Health Services formulary only to those patients who show evidence of enrollment in a smoking cessation program, such as “1-800-No-Butts”. Patients who are enrolled in a smoking cessation program and have a prescription written by a member of the Olive View-UCLA Medical Center medical staff may receive an initial six-week supply through the Outpatient Pharmacy.

References: CA Government Code §7597; CA Health and Safety Code §§118885, 118890, 118895, 118900 The Joint Commission Environment of Care Standards Los Angeles County Code Title 22, Chapter 2.126	
Approved by: VEC-2011Jan	Date: 11/02/2012
Review Date: 11/02/2015, 03/96, 2/02, 03/05, 1/08	Revision Date: 1/99, 2/02
Distribution: Olive View Hospital-Wide Policies	
Original Date: 2/15/87	