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|  <p>St. Peter's Hospital A Member of St. Peter's Health Care Services Albany NY 12208</p> | <p>POLICY NO. SPARC CLN-527</p> |
| <p>Title: Tobacco Free Environment</p> | <p>Approved by: Robert J. Doherty Executive Director, SPARC</p> <p>Date approved: 9/12/06</p> |
| <p>Applies to: <input type="checkbox"/>All <input type="checkbox"/>Inpatient <input type="checkbox"/>Inpatient Rehab <input type="checkbox"/>OP/Amb Care <input type="checkbox"/>Home Care <input checked="" type="checkbox"/>Addiction Services <input type="checkbox"/>Department:</p> | |

PURPOSE

To continue to promote and maintain the health of all patients.

POLICY STATEMENT

SPARC will insure that all facilities, grounds, and vehicles are “tobacco-free”. Tobacco-Free means that the use or possessions of tobacco products is not permitted in any form indoors or on facility grounds.

PROCEDURE

A. Establish a Tobacco Free Facility

1. As of May 1, 2006 all staff *and volunteers* are prohibited from using tobacco products during work hours which includes no evidence of tobacco use. Evidence of tobacco use is considered to be smelling of tobacco and visibly carrying tobacco products or paraphernalia.
2. All patients are to be informed of this policy as part of the admission process and will sign a written agreement that they have been informed of the policy. (See Attachment A)
3. *All visitors will be informed of this policy at the time they sign the visitor's log.*
4. All prospective employees are to be notified of this policy through employment recruitment, during the first employment interview, and during orientation at their prospective site.

5. Community based referral sources are to be notified of this policy by letter and will continue to be notified on an ongoing basis.

B. Provide Tobacco Recovery Options and Education for Staff

1. All staff including clinical, support and administrative *staff and volunteers* will attend at least one mandatory education session on the medical complications of tobacco use and nicotine dependence.
2. All clinical staff will be offered training on how to manage and treat nicotine dependence. SPARC will integrate tobacco recovery into overall treatment methodology for addictions to include assessment, education, treatment planning, and continuing care of nicotine dependence.
3. All employees of SPHCS are offered free cessation counseling services through the occupational health department.

C. Provide Tobacco Prevention, Education and Treatment for Patients

1. Patients will be reminded that all tobacco products are prohibited in our treatment facilities and on SPARC grounds. Patients who are identified as having tobacco products in their possession will be asked to return them to family/friends or surrender to treatment staff.
2. Clinical staff will assess for nicotine dependence at the time of the initial evaluation and identify nicotine dependence treatment goals on the master treatment plan.
3. All patients, regardless of tobacco use history will receive education on the medical complications of tobacco use, nicotine addiction, and recovery.
4. Adjunctive and complimentary therapies will be offered in accordance with SPARC's treatment philosophies (i.e., Pharmacotherapy will be offered at the time of admission and on-going).

D. Monitoring and Compliance

1. All employees, patients, volunteers, and visitors are expected to adhere to this policy. (Inpatient treatment will employ the use of carbon monoxide detectors to aid in monitoring patient compliance.)
2. All employees are expected to be familiar with this policy and to monitor patients for compliance.

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3. Employees who violate this policy will be subject to the same disciplinary procedures used for violating any other work performance policy. (See St. Peter's Health Services Policy SPHR-105, Discipline.)
4. Violation of this policy by patients will be addressed as a serious treatment issue. The treatment staff will address the issue first with individual coaching and support by treatment staff and second with a written contract. Continued violation of this policy may result in discharge from treatment.
5. Visitors who violate this policy will be informed of the policy and asked to comply. A visitor who persists in violating the policy will be asked to leave.

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| Key Reviewers: SPARC Executive Staff | Original Date: 9/12/06 |
| Key Words: no smoking, non-smoking, tobacco free, environment, nicotine, cigarettes, tobacco products, tobacco recovery, tobacco prevention, tobacco education, nicotine dependence, pharmacotherapy, carbon monoxide detectors | Review Dates: November 3, 2008 |

References:

OASAS regulation: Tobacco-Free Services Title 14 NYCRR Part 856.5