

**MAINE MEDICAL CENTER**  
**Institutional Policy Manual**

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**Policy Title:** Tobacco-Free Policy

**Policy Statement:**

It is the policy of Maine Medical Center (MMC) to prevent disease and promote health and healing. As a health care organization dedicated to delivering high quality healthcare, and consistent with our mission of caring for our community, MMC is committed to providing a safe and healthy environment for all patients, visitors, staff and the surrounding community.

Tobacco use, smoking, and environmental tobacco smoke pose serious health and safety risks that undermine medical treatment, therefore all Maine Medical Center facilities and grounds are tobacco free.

**Scope:**

- This policy applies to patients, visitors, employees, volunteers, contracted workers, vendors, students, other guests and medical staff.
- Tobacco products include but are not limited to cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes.

This policy applies to all MMC owned or leased facilities and includes no use of tobacco products closer than 20 ft. from entryways, windows, vents and doorways, and not in any location that allows smoke to circulate back into the building, on hospital grounds, parking garages, all MMC owned vehicles and personal vehicles when on hospital property.

**Procedures:**

Maine Medical Center offers education, support and resources to our patients, guests and employees in order to assist them in complying with this policy and in living a healthy, tobacco free lifestyle.

**Prevention:**

To promote healthy behaviors and prevent and reduce use of tobacco products, Maine Medical Center:

1. Will not sell tobacco products.
2. Will not accept tobacco company donations.
3. Does not support advertising or promotion of tobacco products in publications.

**Employees:**

1. Employees are not being asked to quit tobacco. However, those who do choose to use tobacco are expected to respect this policy, and help support a healthy environment for all, consistent with the mission of MMC.
2. Employees are expected to be respectful of all MMC neighbors, including appropriate discarding of smoking materials and trash.

3. Maine Medical Center expects all staff to be fragrance free while at work, which includes third-hand smoke: the harmful residual particulate and odor from tobacco smoke that is left on clothing and other surfaces.
4. All staff are responsible for supporting the tobacco-free policy and are expected to notify patients, families and other visitors of the policy in a courteous, diplomatic and non-confrontational manner as necessary and appropriate. Staffs are also expected to assist patients and families to understand the policy and offer education and/or resources around tobacco treatment as appropriate.
5. It is the responsibility of managers to educate their employees on this policy. Violation of this policy will be treated like any other policy infraction. Please reference the Human Resources “Corrective Action Policy” for appropriate follow-up.
6. Security staff will approach employees or others smoking or using tobacco products on or around the campus to remind them of the policy.
7. The policy is posted on the hospital website and information is available through the Human Resources Department. In addition, Human Resources will assist in communicating this policy to all new employees by reviewing the policy at New Employee Orientation.

### **Employee Resources:**

The MaineHealth Employee Health Improvement Works on Wellness (WOW!) Tobacco Treatment Program offers tobacco treatment counseling services to employees.

All employees and their dependents are eligible for on-site guidance and counseling at MMC at NO COST around issues related to smoking, tobacco use and quitting. Everyone is welcome, including those who are interested in quitting as well as those who just want to talk about how to get through the day. A nurse practitioner is available to meet with employees or their dependents in confidence.

### **Patients:**

MMC provides a healthy environment that promotes health and healing for all. Although patients are not authorized to leave the facility and its grounds in order to specifically use tobacco products, no individual associated with Maine Medical Center may interfere with or prevent a patient from doing so. Information about the Tobacco-Free Policy is available for patients and families in pre-admission materials, on admission and during hospitalization as necessary.

### **Patient Resources:**

As part of clinical treatment planning, tobacco treatment counseling and nicotine replacement therapies are available for patients who use tobacco.

Tobacco treatment referrals for tobacco treatment counseling can be placed by providers for inpatients who use or have used tobacco in the last 30 days. This may include information about tobacco dependence, treatment options as clinically appropriate, and referrals for tobacco treatment counseling after discharge.

**Visitors and guests**

Information about MMC's Tobacco-Free Policy, information on nicotine dependence and treatment and local resources including the Tobacco Helpline at 1-800-207-1230 will be available to visitors and guests.

**Community and Neighbors**

As part of our commitment to providing a safe and healthy environment to our surrounding community, we ask that our employees, visitors and guests be respectful of our neighbors, their property, and any tobacco-free policies that may be in place by local businesses, landlords, and/or the City of Portland.

**References:**

Human Resources - Corrective Action Policy

Assessment and Response to Disruptive Patient, Family, and Visitor Behaviors

Original Date: January, 1999

Revised Date: March, 2002, June 2005, July 2010, November 2011, 1/20/2016,

Institutional Policy Committee 10/15/12, 12/21/12, 9/4/15

Sponsor Approval: \_\_\_\_\_

VP Adult Medicine

Date

Administrative Approval: \_\_\_\_\_

SVP Medical Affairs

Date