

# Wexford General & Ely Hospital Services



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## TOBACCO FREE CAMPUS POLICY

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## **1 Policy Statement**

- 1.1** As part of the Health Service Executive's (HSE) commitment to reducing the use of tobacco and its harmful side effects, the HSE is currently adopting the Tobacco Control (TC) Framework (2010). The TC Framework was developed to address tobacco use and to outline national standards for service provision. It has identified the need to incorporate tobacco cessation services into both primary and front line services (p.21). The TC Framework seeks to maximise the health promoting ability of its staff in order to ensure that the wider community are aware of the dangers of tobacco smoke. Prohibiting tobacco smoke in HSE campuses is one of a number of commitments under the Tobacco Control Framework. To achieve this, the HSE developed a National Tobacco Free Campus Policy in 2012 which provides that all HSE campuses will become tobacco free within 3-5 years, that is, by 2015. This means that smoking by employees, patients/service users, visitors and any other parties will be prohibited anywhere within the campus grounds.
- 1.2** As part of the HSE, Wexford General and Ely Hospital Services are currently implementing the Tobacco Free Campus policy. This means that smoking will not be permitted anywhere within the hospital/campus grounds from Friday, February 14<sup>th</sup> 2014. A blue line will be drawn across all entrances at Wexford General Hospital - smoking will be prohibited anywhere within the blue line and within the walls of the campus.

## **2 Purpose**

- 2.1** Smoking is the leading preventable cause of ill-health and premature death in the world and accounts for 5,500 deaths in Ireland annually. Allowing smoking on healthcare campuses undermines the health promotion message of healthcare organisations. The HSE is deeply concerned about the harmful effects of tobacco use on the Irish population (HSE, 2012) given that 1 in every 2 smokers will die of a tobacco related disease.

The aims of the policy are:

- To help change social norms around tobacco use
- To protect and improve the health, safety and welfare of staff, patients/service users, visitors, contractors and the wider community;
- To provide a better health outcome for patients/service users by treating tobacco addiction as a care issue and

- To create a supportive environment for patients/service users and staff to stop smoking
- To provide clarity to staff on their role in the implementation of a tobacco free campus, and in promoting and supporting healthier lifestyles.

### **3 Scope**

The Tobacco Free Campus Policy applies to all staff, patients/service users, visitors, contractors and other persons who enter the grounds of Wexford General and Ely Hospital Services for any purpose.

The policy prohibits smoking and the use of Electronic Cigarettes (e-cigarettes) anywhere on the campus including doorways, entrances, walkways, roads, car parks, cars, bicycle sheds and bus shelters. The policy was initially effective from Friday, February 14<sup>th</sup> 2014 and was revised on April 8<sup>th</sup> 2014 following HSE directive prohibiting the use of Electronic Cigarettes within HSE facilities and on HSE campuses.

### **4 Legislation/Related Policies**

- 4.1** National Tobacco Free Campus Policy (2012)
- 4.2** Health Promotion Strategic Framework (2011)
- 4.3** Tobacco Control Framework (2010)
- 4.4** HSE Corporate Plan (2008-2011)
- 4.5** Public Health (Tobacco) Acts 2002 - 2011
- 4.6** Risk Assessment Guidance Tool for Environmental Tobacco Smoke (ETS) (2009)
- 4.7** HSE Incident Management Policy and Procedure (2008)
- 4.8** HSE Best Practice Guidelines for Tobacco management in the Mental Health Setting (2008)
- 4.9** Disciplinary Procedure for Employees of the HSE (2007)
- 4.10** Safety, Health and Welfare at Work Act (2005)

### **5 Glossary of Terms and Definitions**

Not applicable

### **6 Roles and Responsibilities (compliance and breaches)**

#### **6.1 Responsibilities of General Manager**

The General Manager of Wexford General and Ely Hospital Services is responsible for overseeing the development, provision and communication of resources and supports locally to assist the full implementation of this policy, in conjunction with the WGH Tobacco Free Campus Implementation Group.

## **6.2 Responsibilities of line managers / heads of department**

Line managers maintain overall responsibility for ensuring that all staff members under their remit are aware of this policy, and for overseeing that it is implemented appropriately within their area. This will include:

- co-operating with training / education initiatives under this policy;
- ensuring staff are aware of local smoking cessation support services.

## **6.3 Responsibilities of all staff**

- All staff members (employees) have a role in facilitating and supporting the implementation of this policy.
- Frontline staff engaging with patients/service users, visitors and other persons should inform them of the policy, as appropriate.
- Frontline clinical staff have a responsibility to document smoking status of all in-patients as appropriate; to offer nicotine replacement therapy and to provide information as to where smoking cessation advice may be accessed.
- NOTE: The use of electronic cigarettes is not permitted within WGH or on WGH campus.

## **6.4 Responsibilities of contractors**

All contractor staff working on Wexford General and Ely Hospital campuses are expected to comply with this policy. NOTE: The use of electronic cigarettes is not permitted.

## **6.5 Responsibilities of patients/service users and visitors**

All patients/service users and visitors are expected to comply with the Tobacco Free Campus Policy while on Wexford General and Ely Hospital Campuses. Patients, service users and visitors are not permitted to use electronic cigarettes within WGH campus or in any HSE facility.

The HSE is only liable for the health, safety and welfare of patients/service users while they are on HSE grounds. **If a patient/service user decides to leave the campus grounds to smoke, they do so at their own risk and against professional advice.**

## **6.6 Management of breaches of Tobacco Free Campus Policy**

The HSE is committed to taking a supportive role in implementing and ensuring compliance with the policy.

### **A breach by patient/service user or visitor:**

If a breach of the policy by a **patient/service user or visitor** is witnessed by a staff member, a common sense approach to supporting compliance is recommended. If a

staff member feels comfortable to do so, it is best to politely advise the person of the breach or hand them the TFC compliance card<sup>1</sup>. If a person continues to breach or refuses to comply, staff should not engage in an altercation – simply walk away. The incident may be reported to a line manager or security staff as appropriate.

Ongoing breaches by patients / service users will be dealt with on a case by case basis by hospital management.

Similarly, visitors repeatedly breaching the policy will be dealt with on a case by case basis by hospital management.

### **Breach by Member of staff:**

Line managers who are made aware of breaches or who directly witness a breach by an employee, are responsible for discussing the breach with the employee concerned and taking disciplinary action where appropriate under the Disciplinary Procedure for Employees of the HSE (2007). Managers should consult with the Deputy General Manager for advice on this matter.

## **7 Procedure**

Wexford General and Ely Hospital services are committed to providing information, advice and support to all those affected by the Tobacco Free Campus policy.

### **7.1 Information, advice and support specifically for patients/service users**

#### **Prior to Admission**

In order that people can be prepared, every effort has been made to inform the public of the implementation of the TFC policy including: media campaign (newspapers and radio), announcement on WGH website, a letter sent to all General Practitioners (GPs) and Public representatives in County Wexford and posters displayed in all public areas of the hospitals. Regarding elective admissions, patients will be advised of the TFC policy in advance through their hospital appointment or admissions letter.

The letter to GPs requested that Nicotine Replacement Therapy (NRT) be initiated prior to hospital admission where possible. Patients/service users who smoke will be offered NRT on admission if not already on same. On discharge, patients/service users will be advised to contact their GP for

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<sup>1</sup> Tobacco Free Campus (TFC) compliance cards are gentle reminders that this is a tobacco free campus – they may be handed to a patient/service user or visitor as appropriate. Available from Q&S Office.

advice on smoking cessation and to discuss options for nicotine replacement therapy if not availing of same.

### **On Admission**

1. Patients who smoke will be advised of this policy if not already aware and advised that e-cigarettes are not permitted.
2. Nicotine replacement therapy (NRT) (patch and / or gum as first line) will be offered to help manage the nicotine addiction, if patient is not already on same.
3. Information leaflets detailing how to access the various supports will be provided to all patients who smoke.
4. A number of WGH staff are trained to deliver 'Brief Interventions for Smoking Cessation' (having undertaken the training day).
5. One to one Smoking Cessation support can be accessed off-site from the Waterford Health Promotion Service – dates have been scheduled within the Wexford area
6. See general supports below

### **7.2 Information, advice and support specifically for employees:**

- All employees have a role in supporting colleagues who are trying to stop smoking.
- **Employees who choose to smoke outside the hospital grounds during working hours (including breaks) should not be identifiable as employees of the hospital (should not be seen smoking while in hospital uniform), as required by the HSE Tobacco Free United Charter (2009).**
- The use of e-cigarettes is not permitted in the workplace or anywhere on hospital grounds.
- Nicotine Replacement Therapy (NRT) will be provided at cost price for employees wishing to quit, following Smoking Cessation advice from a staff member trained in 'Brief Interventions for Smoking Cessation', and completion of the necessary documentation.
- Three training days in Brief Interventions for Smoking Cessation (one-day course) were provided in the Wexford area between October 2013 and January 2014. Staff Training will be offered on an ongoing basis.
- One to one Smoking Cessation support can be accessed off-site from the Waterford Health Promotion Service (Appendix I) – dates will be provided within the Wexford area.
- A folder titled 'Tobacco Free Campus' is in WGH Published Information – this contains information leaflets and documents.

- Tobacco Free Campus (TFC) Compliance Cards are available from the Quality and Safety Office.
- Tobacco Free Campus (TFC) leaflets are available in all wards and areas – suitable for patients, visitors and staff.
- See general supports below

#### **General smoking cessation supports include:**

- National Smokers' Quitline 1850 201 203 for telephone support (Mon-Sat 08.00-22.00hrs)
- Visit <http://www.quit.ie> for tips and a quit plan;
- Log onto [www.facebook.com/HSEquit](http://www.facebook.com/HSEquit) for online support.
- GPs and chemist/pharmacists offer support and advice on nicotine replacement therapies which are available on the medical card scheme

### **7.3 Exceptional Circumstances – Exemptions**

Exemptions from the Tobacco Free Campus Policy **will not be permitted** for WGH employees or contractors engaged by WGH.

#### **Patient Exemptions**

WGH recognises that, occasionally, there may be exceptional circumstances which may render the full application of the TFC policy a risk to a patient's / service user's well being, i.e. where the risk would be disproportionate to any benefit achieved by not allowing smoking on campus.

- Such exceptional circumstances may include:
  - acute mental illness
  - being acutely psychotic or traumatised
  - any situation where patient or staff safety is compromised.
- **Patients will only be allowed to smoke if granted an exemption by their consultant.** See below.
- Permission to grant an exemption to the policy lies with the Patient's Consultant during normal working hours or by the Senior Nurse Manager on duty during out of hours.
- A formal risk assessment should be completed to ensure there is no increased fire risk; that staff and other patients are protected from exposure to second-hand smoke; and to ensure that facilitating the patient to smoke does not compromise clinical care or outcomes.
- Where an exemption has been allowed, the decision should be formally recorded in the patient records.
- In cases where an exemption has been made, there should be demonstrable evidence that management of nicotine withdrawal using nicotine replacement therapy and smoking cessation advice has been fully considered as part



of the patient pathway in conjunction with the patient and/or their relatives.

- **Blanket exemption will not apply**: each patient will be assessed on an individual basis as outlined above.
- Where an exemption has been allowed, smoking will only be permitted in an outside designated area – the patient may be accompanied by a member of staff or a family member or friend, as appropriate.

## **8 Implementation**

The Quality and Safety Coordinator and the TFC Implementation Group will be responsible for implementation. An Information and Awareness Raising Day was held on January 15<sup>th</sup> 2014.

A Countdown Calendar was on display in the main foyers from 15<sup>th</sup> January – 30 days to tobacco free implementation.

A full day of Information sessions for staff was provided on 29<sup>th</sup> January 2014 by the Health Promotion Officer and WGH staff.

Information stands have been provided in the staff dining room during the course of January and February.

An official launch was held on 14<sup>th</sup> February at 11am in WGH. Leaflets, posters and a series of emails have been sent to Heads of Department and all WGH users over the three month lead-in period by the Quality and Safety Office.

The policy and all other relevant documents will be available in the TFC Folder in WGH Published Information.

All other details of communication and implementation are contained within the minutes of the WGH TFC Implementation Group Meetings.

## **9 Revision and Audit**

The National TFC Policy is due for review in 2015 and thereafter every two years. The review process will include a review of compliance and feedback from service users/patients, visitors and employees. The WGH policy will be updated and amended in line with national recommendations and as necessary - responsibility for reviewing and auditing rests with the Quality and Safety Coordinator.

## **10 References/Bibliography**

HSE Tobacco Control Framework (February 2010)

HSE Tobacco Free Charter: Office of the CEO HSE (2009)

Public Health (Tobacco) Amendment Act (2004)

HSE Best Practice Guidelines for Tobacco management in the Mental Health Setting (2008)

Disciplinary Procedure for Employees of the Health Service Executive (2007)

## **11 Appendices**

Appendix I 'One to one smoking cessation support' poster and referral form.

Appendix II Poster for staff – how to arrange cost price Nicotine Replacement Therapy

Appendix III Guidance on Prescribing Nicotine Replacement Therapy in WGH

***NOTE:*** *Wexford General & Ely Services Tobacco Free Campus Information Leaflet* is available from the Quality and Safety Office or may be downloaded from the Tobacco Free Campus Folder in WGH Published Information.



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Health Service Executive



**Wexford General & Ely Hospitals  
become  
Tobacco Free Campuses  
on Friday, 14<sup>th</sup> February 2014**

**One to One  
Smoking Cessation Support  
is available to you**

**Who is it for?**

**Anyone** who has a desire to quit smoking

**What do I do?**

**Phone 051 846712 .**

Leave your name and phone number, or fill in a referral form.

**What will I be doing when I get there?**

You will have an opportunity to meet a trained Smoking Cessation Facilitator on a one to one basis to discuss your individual smoking addiction and get support and advice on quitting.

Availing of smoking cessation support combined with pharmacotherapy (drug supports) doubles your chances of quitting.

## Referral form for One-to-one SMOKING CESSATION SERVICE

**NAME:** \_\_\_\_\_

**ADDRESS:**  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

How did you hear about this service? \_\_\_\_\_

Any comments or information you wish to pass on in advance:





## **Wexford General & Ely Hospital Services become Tobacco Free Campuses on February 14th 2014**

**Members of staff wishing to quit may contact any of the people  
listed below for advice and to arrange cost price nicotine  
replacement therapy**

**Rosaleen MacUistin, Respiratory Services Bleep 128 or Ext 3190 (Mon-Fri)**

**Sam McCabe, Respiratory Services Bleep 135 or Ext 3238 (Mon-Thurs)**

**Janice Stephenson, Cardiac Rehabilitation Bleep 275 or Ext 3234 (Mon-Thurs)**

**Meta Cummins, Pharmacy Ext 3262 (Mon-Fri)**

**Deirdre Lambert, Pharmacy Ext 3262 (Mon-Fri)**

**Yvonne Lynch, Pharmacy Ext 3262 (Mon-Fri)**

**Other Supports:**

Visit [www.quit.ie](http://www.quit.ie) for tips and a quit plan;

Log onto [www.facebook.com/HSEquit](https://www.facebook.com/HSEquit) for online support;

National Smokers' Quitline 1850 201 203 for phone support.

Product	Patches* (1 <sup>st</sup> line in WGH)	Gum*(1 <sup>st</sup> line in WGH)	Inhaler	Mouth spray	Lozenge	Varenicline (Champix)
Period	10 – 12 weeks, depends on product	Approximately 3 months	10 weeks	10-12 weeks	Approximately 12 weeks	Set Quit Day
Dosage	<p><b>Nicorette (16 hours/day):</b> 25 mg daily for 8 weeks; 15 mg daily for 2 weeks; 10 mg daily for 2 weeks.</p> <p><b>NiQuitinCQ (24 hours/day):</b> 21 mg daily for 6 weeks; 14 mg daily for 2 weeks; 7 mg daily for 2 weeks.</p> <p><b>Nicotinell (24 hours/day):</b> &gt;20 cigarettes/day:</p> <p>Step 1:- TTS 30; Step 2:- TTS 20; Step 3:-TTS 10 using 3 – 4 week treatment periods, reducing gradually &lt;20 cigarettes/day:</p> <p>Step 1:- TTS 20; Step 2:- TTS 10, using 3 – 4 week treatment periods, reducing gradually.</p>	<p><b>Nicorette:</b> &gt;20 cigarettes/day: 4mg gum x 10- 15 pieces/day &lt;20 cigarettes/day: 2mg gum x 10-15 pieces/day.</p> <p><b>Nicotinell:</b> <i>Strong nicotine dependency:</i></p> <p>4mg gum x 15 pieces/day <i>Less strong nicotine dependency:</i></p> <p>2mg gum x 8 – 25 pieces/day</p>	<p><b>Nicorette:</b> 6 – 12 cartridges per day x 8 weeks. 3 – 6 cartridges per day x 2 weeks</p>	<p><b>Nicorette:</b> <b>Use 1 or 2 sprays when cigarettes normally would have been smoked or if cravings emerge.</b></p>	<p><b>NiQuitinCQ:</b> Smokes within 30 minutes of waking:</p> <ul style="list-style-type: none"> <li>use 4mg mini-lozenge</li> </ul> <p>Smokes more than 30 minutes after waking:</p> <ul style="list-style-type: none"> <li>use 1.5mg mini-lozenge</li> </ul> <p>1 lozenge/1 – 2 hours x 6 weeks; then 1 lozenge/2 – 4 hours x 2 weeks; then 1 lozenge /4 – 8 hours x 2 weeks</p> <p><b>Nicotinell:</b> 1 lozenge every 1-2 hours Most use 8-10/day; maximum 25/day</p>	<p>Start taking tablets at least 7-14 days before quit day</p> <p>Dose Regime:</p> <p>Days 1-3 0.5 mg once daily</p> <p>Days 4-7 0.5mg twice daily</p> <p>Day 8 to end of 12 weeks 1mg twice daily</p>
Key features & advice	<p>Effectiveness shown in both 16 and 24 hour patches. Nicorette recommend other forms for those smoking less than 10 cigarettes/day.</p> <p>Easy to use. Automatically gives the right dose. Small possibility of skin reaction.</p>	<p>User can regulate dose. Correct chewing technique important (see dispensing literature). Possible problems: use with dentures may cause indigestion.</p>	<p>User can regulate dose. Gives hand-to-mouth activity. Cartridge needs to be changed</p>	<p>Point spray nozzle towards open mouth, and spray into the mouth - avoid the lips. Common side effect is sore throat.</p>	<p>User can regulate dose. Discreet. Should be dissolved in side of mouth. Should NOT be chewed or swallowed. Possible problems: initial throat irritation and/or sore throat.</p>	<p>You may smoke until quit day but as day approaches you may feel less like smoking</p>

