

Tobacco Free Campus Policy

Guidance on Implementation

The implementation of the Tobacco Free Campus (TFC) Policy will require a number of resources and supports. In some cases, a local TFC Implementation Group will be established to support local implementation. In other locations, the Campus Manager or Senior Manager is responsible for ensuring implementation.

Successful implementation of a TFC can best be achieved using the ENSH-Global Network of Tobacco Free Health Care Services model. Visit www.ensh.eu where you can read about the 10 ENSH standards – complete and submit the on-line audit which will help you develop your plan. Outlined below is a plan based on these 10 standards to further assist you.

1. Commitment

Senior management within the specific service must commit to the implementation of the Tobacco Free Campus Policy and put in place procedures to ensure its implementation. A local Implementation Group may be established to support implementation (See Appendix 1). If such a group is established, roles and responsibilities of group members and a date for launch of the policy should be established at the outset.

2. Communication

Communication of the date of commencement of the policy to all stakeholders including staff, service users, visitors, GPs and Primary Care services, and the general community needs to be considered.

All entry and exit points to the HSE campus grounds should be marked with a blue line indicating the boundary of the campus.

Ongoing communication and signage with all stakeholders regarding the roll out of the policy also needs to be considered. A communication plan has been developed to support implementation locally. Recommendations include:-

Staff communication

- The TFC policy may be communicated at staff briefings and induction programmes, through written notices and in orientation booklets. Job adverts should include reference to the policy. Staff are required to have a clear understanding of the policy and its implications. Staff will be encouraged to highlight our commitment to tobacco free campuses by putting notification of the policy on their email signature.
- Notification of the policy could be communicated via pay slips, briefing sessions, staff email, broadcast, team meetings etc.

Service user communication

- Customising in-house stationery, emails, call waiting message, service user information leaflets including map and boundaries
- Customising the voice-over message at entry points
- Review nursing and medical admission documentation to include identification of smokers and follow up support

Visitor communication

- Engage with local press and broadcast media
- Customise internal signage
- Highlight the boundary (blue line) where smoking is prohibited on site

Community/Primary Care Services

- Issue letter to local GPs, Pharmacists, Dentists, Primary Care Teams, Post Offices, Garda Stations, Libraries, Ambulance Service, Taxi Companies etc.

National Services

Send details to National Tobacco Control Framework Implementation Group so that developments at your site can be broadcast / circulated to National HSE services and External Stakeholders info.ntco@hse.ie.

3. Education and Training

Prepare a phased training plan for all frontline staff in:

- communicating the policy in a non confrontational way
- dealing with non compliance
- risk assessment and exemption procedures
- screening and treating tobacco dependent service users – brief interventions.

4. Identification of Smokers and Cessation Support

Consider how you will identify service users that smoke in order to offer those that are affected the appropriate help and support. Document service user's smoking status.

- Have service user information leaflets outlining cessation support available at all points of entry to services
- Go to www.healthpromotion.ie, register as a health professional and order various QUIT resources
- Promote all forms of Smoking Cessation supports via various media

Appendix 2 provides a comprehensive list of available supports.

5. Maintaining the Policy

Mark the boundary line at all entry/exit points and ensure it is maintained. Remind staff of their role in implementing the policy on an ongoing basis. Ensure all managers are aware of their roles in ensuring policy compliance by staff and familiar with HSE disciplinary procedures and protocols. In the event of an exemption being granted to a service user, ensure a risk assessment process is used and supporting documentation is completed and maintained.

6. Signage and Environment

Identify signage required, agree suitable locations. Samples of signage in use in existing tobacco free sites are available for reference.

Identify role of security in maintaining a clean, litter-free environment – liaise with Hygiene Committee. Advise County Manager of the date that the site is going smoke-free.

7. Develop a Health Promoting Workplace

Recruitment processes and documents should include information about the tobacco free campus policy. The policy should be included in staff induction programmes. Smoking cessation services should be actively promoted to staff.

If your hospital/health service is not a member of the ENSH-Global Network of Tobacco Free Health Care Services consider joining. A self-assessment audit tool is available at <http://www.xchsf.com/enshselfaudit/selfaudit.php> to evaluate how you currently manage tobacco use in your service. Annual reviews help track progress and identify issues to be prioritised.

8. Review of Policy

Consider when and how you plan to review your policy locally.

9. Compliance Monitoring

Consider how you plan to monitor compliance. The following are suggestions for consideration:

- Undertake a monthly 'Corporate Walk Around'
- Review management of in-patient exemptions and breaches of policy by any service users
- Undertake Internal Tobacco Audit to assess policy implementation
- Undertake ENSH-Global Network of Tobacco Free Healthcare Services audit annually

10. Ongoing Policy Implementation

Management must continue to provide on-going support for the policy and manage any issues arising.

Appendix 1

Suggested Representation for Tobacco Free Campus Implementation Group

- Hospital Senior Management reps
- Security
- Services Management
- Local Communications
- Health Promotion/ Smoking Cessation Officer
- Senior Clinicians (respiratory, oncology in particular) – potential Chair of Group
- Mental Health clinician if relevant to site
- Service User/Patient Forum rep
- Union rep
- Allied Health Professional Managers
- Nursing Managers
- Health and Safety
- Risk Management
- Human Resources
- Pharmacy
- Cardiac Rehab
- EHO

This is not an exhaustive list and neither is it essential that all such personnel are represented – it is a guide based on the experience of sites that have introduced the policy.

Appendix 2

National & Local Smoking Cessation Support Services

There is a wide range of supports available to help smokers to quit.

1. www.QUIT.ie is a HSE health education website aimed at encouraging smokers to quit. It has information on the health impacts of smoking, benefits of quitting, useful tips on how to measure level of addiction and a cost calculator. There is also an option to sign up to a QUITplan and receive ongoing email support during the first six weeks.
2. ‘You can QUIT’ facebook page www.facebook.com/HSEquit is an online community supporting quitters through their quit journey.
3. **HSE’s National Smokers’ Quitline 1850 201 203** offers a confidential counselling service to anyone seeking support or information about quitting smoking. The service is available 8am-10pm Monday to Saturday.
4. **HSE Smoking Cessation Services** provide specialist support to clients either in community or health service settings (see list below). Services vary between areas and can include one-to-one, group or telephone support. Services are available free of charge.

<p><u>HSE DUBLIN MID-LEINSTER</u></p> <p>Dublin South Central 01 463 2800 Dublin South East 01 274 4297 Dublin South West 01 463 2800 Dublin West 01 463 2800 Kildare 01 463 2800 Longford 1800 242 505 Laois 1800 242 505 Offaly 1800 242 505 Westmeath 1800 242 505 Wicklow East 01 274 4297 Wicklow West 01 463 2800</p>	<p><u>HSE DUBLIN NORTH EAST</u></p> <p>Cavan 041 685 0671 Dublin North 01 897 6184 Louth 041 685 0671 Meath 041 685 0671 Monaghan 041 685 0671</p>
<p><u>HSE SOUTH</u></p> <p>Carlow 056 776 1400 Cork City 021 492 1641 Cork North 022 58634 Cork West 028 40418 Kerry 066 719 5617 Kilkenny 056 776 1400 Tipperary South 052 617 7037 Waterford 051 846712 Wexford 1850 201 203</p>	<p><u>HSE WEST</u></p> <p>Clare 065 686 5841 Donegal 1850 200 687 Letterkenny Hospital 074 912 3678 Galway University Hospital 091 542103 Leitrim 1850 200 687 Limerick 061 301 111 Mayo 1850 201 203 Roscommon 1850 201 203 Sligo 1850 200 687 Sligo General Hospital 071 917 4548 Tipperary North 1850 201 203</p>