

# ABC Center Sample Policy

<b>SUBJECT:</b> Tobacco Free Services	<b>EFFECTIVE DATE:</b> TBD <b>REVISED:</b>
<b>DEPARTMENT:</b>	

## **POLICY:**

Recognizing that tobacco related illness and death is preventable, it is ABC Center's responsibility to ensure a safe and healthy setting free of tobacco smoke exposure for our clients and employees, and to provide clinical interventions to treat tobacco use and dependence.

## **DEFINITIONS:**

1. **"Tobacco-Free Environment"** is a physical space in which all forms of tobacco products, tobacco paraphernalia (pipes, rolling papers, lighters, matches, cigarette rolling machines) and electronic cigarettes/vaporizers are nonexistent.
2. **"Tobacco Awareness Programs"** are informational group counseling sessions designed to advance client acceptance of tobacco abstinence.
3. **"Treatment of Tobacco Use and Dependence"** are evidence-based behavioral counseling and pharmacotherapy interventions to support abstinence of tobacco products and recovery from tobacco use disorder.

## **PROCEDURE:**

### **1. Tobacco-Free Environment**

- a. Clients may not possess or use any form of combustible tobacco or electronic cigarette devices, or possess any tobacco paraphernalia within the ABC Center facilities, campus grounds, surrounding sidewalks, parking lots and vehicles.
- b. Employees, students, volunteers, visitors, and vendors may not display any evidence of combustible tobacco or electronic cigarette devices within the ABC Center facilities, campus grounds, surrounding sidewalks, parking lots and vehicles.

### **2. Communicating the Policy**

- a. Community referral sources are notified of this policy.
- b. Clients are informed of this policy prior to and as a part of the admission and intake process.
- c. Visitors and family members are informed of this policy as part of the process of scheduling visits.

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- d. Prospective employees are notified of this policy during an initial interview, prior to hire, and during orientation. Volunteers and students are advised of the policy during orientation.
- e. Employees, volunteers and students have access to a written copy of this policy.
- f. Alcohol, Tobacco and Drug-Free signs are posted on the grounds of ABC Center.

## **3. Resources to Support Tobacco-Free Services**

### a. Employee Education and Training

- i. ABC Center leadership notifies employees and volunteers on the availability of CBH approved tobacco specific education and training on an ongoing basis.
- ii. Training is provided by ABC Center or another CBH approved education and training provider. Training may be in a classroom setting, internet-based, or by means of agency in-service activity.
- iii. Administrative and non-clinical employees are required to complete at least one hour of CBH approved tobacco training.
- iv. Clinical employees are required to complete at least four hours of CBH approved educational activity on the treatment of tobacco use and dependence.
- v. Volunteers and students receive instruction to support the agency tobacco-free policy during their orientation process and are invited to additional tobacco training activity on an ongoing basis.
- vi. Employees will have an opportunity to fulfill their training requirements during regularly scheduled work hours.
- vii. Completion of tobacco training is documented in an employee's HR file and confirmed during the performance appraisal process.

### b. Tobacco Awareness Programs

- i. Tobacco Awareness Group Sessions are mandatory for all clients and are scheduled weekly at ABC Center programs. The 1-hour, client-centered group utilizes Motivational Interviewing counseling methods to explore the role of tobacco use in one's life, the consequences of use, and the benefits of tobacco abstinence to overall recovery.
- ii. Employees, volunteers, and visitors are invited to observe these group sessions.

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- c. Treatment of Tobacco Use and Dependence
  - i. Clients are screened for tobacco use. Using DSM 5 criteria, tobacco use disorder is diagnosed and charted when indicated. Behavioral and pharmacotherapy interventions are documented in a client's treatment plan.
  - ii. Tobacco Recovery Group Sessions are scheduled immediately following Tobacco Awareness groups in all ABC Center programs. Client attendance is not mandatory, but based on client choice. The 1-hour group utilizes Cognitive Behavioral Therapy counseling methods to assist clients to process their motivation for tobacco abstinence and learn coping skills to establish and maintain abstinence.
  - iii. Clinical staff will advise clients of their options to obtain tobacco dependence medications via ABC Center medical staff, a community health care provider, or the PA Free Quitline.
  - iv. Clinical staff will coordinate tobacco-specific treatment goals and pharmacotherapy recommendations with other community-based treatment providers to provide a consistent protocol and seamless continuity of services.
  - vi. All ABC Center programs will maintain a supply of printed tobacco treatment self-help materials.
- d. Tobacco Treatment Assistance for Employees, Volunteers, Students, and other Visitors
  - i. Employees, volunteers, students, and other visitors who currently use tobacco products are offered the following resources:
    1. Self-help reading materials
    2. Referral to their primary care physician to explore pharmacotherapy interventions.
    3. PA Free Quitline
    4. Community-based facilitated stop smoking programs
    5. Community-based self-help groups (e.g., Nicotine Anonymous)

## **4. Monitoring and Compliance**

- a. Employees, clients, volunteers and visitors are expected to adhere to this policy. Staff members have the responsibility to model tobacco free behavior on campus and to report violations of this policy to the supervisor and/or treatment team member.
- b. Employees in noncompliance of this policy are subject to a progressive disciplinary process as used for other policy violation.

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- c. Noncompliance of this policy by clients is disruptive to the integrity of our treatment environment and may result in program discharge and referral to another treatment provider.
- d. Visitors who violate this policy will be informed of the policy and asked to comply. A visitor who persists in noncompliance will be asked to leave the facility.
- e. Volunteers and students who violate this policy will be reminded of the policy. Continued noncompliance will result in being relieved of duty until compliance is demonstrated.
- e. The ABC Center Quality Improvement process includes chart audits to ensure clients are routinely screened, diagnosed, and treated for tobacco use and dependence.
- g. Tobacco clinical interventions as defined in this policy are monitored and maintained by routine clinical supervision.