**Smokefree guideline (template)**

**Target audience**

Organisation-wide.

This guideline is applicable to all <insert name of health service> patients, residents, visitors, contractors, volunteers, students and employees.

**Purpose**

This guideline sets out the approach to the effective implementation of the smokefree policy at <insert name of health service> including policy communication and access to supports for patients, residents, employees and volunteers who smoke.

**Objectives**

* To provide a **completely** smokefree environment free from exposure to environmental tobacco smoke.
* To actively prevent uptake, reduce the risk of relapse, and provide smoking cessation care to patients, residents, employees and volunteers.
* To demonstrate public leadership in the areas of population health and health promotion.

**Guideline**

1. Policy communication

Communication of the smokefree policy to patients, residents, visitors, contractors, volunteers, students and employees shall occur via a mix of ongoing and periodic strategies including:

* Provision of perimeter and internal signage
* Provision of written information via <insert name of health service>intranet and internet sites, in the form of XX and inclusion in key documents
* Verbal reinforcement to patients by clinical staff
* Verbal reinforcement to residents and visitors by relevant clinical and security staff
* Verbal reinforcement to contractors by relevant staff
* Verbal reinforcement to employees, students and volunteers via orientations and ongoing communication forums
* Opportunistic media promotion.

2. Care for patients who smoke

The <Insert name of clinical guideline> shall inform the care provided for patients who smoke. The process shall be led by XX, with support from XX as appropriate. The process will include:

* Delivery of smoking cessation brief advice, which involves identification of smoking status, advice to quit, assessment of nicotine dependency and offer of pharmacotherapy (such as nicotine replacement therapy [NRT]) and multi-session behavioural intervention through Quitline.
* Collaborative determination between the patient/delegate and the relevant health professional with regard to patient choice, clinical needs and risk management that the patient shall either:
	+ Abstain from smoking with a view to long term cessation/reduction
	+ Abstain from smoking with a view to resume following discharge
	+ Leave the site to continue to smoke (if medically appropriate and without requirement for staff supervision).
* Clear and effective explanation and implementation of agreed supports including:
	+ NRT and/or other pharmacotherapies
	+ Referral to multi-session behavioural intervention (such as Quitline).

Repeated non-compliance by patients shall be managed in accordance with XX.

3. Care for employees and volunteers who smoke

<Insert name of health service> recognises the benefits as well as the challenges of a smokefree policy and is committed to providing effective and reasonable support for employees and volunteers wishing to cease smoking.

* <Insert name of health service> employees and volunteers may access smoking cessation information supports via:
	+ <Insert name of health service> employees may access pharmacotherapies such as NRT via:
	+ <Insert name of health service> shall ensure existing supports are accessible for employees and volunteers who work on <insert name of health service> property, and who are employed by partners or other contractors by agreement and where the costs are being met by other organisations.
* Periodically, <insert name of health service> may implement additional, active strategies to support smoking cessation among employees and volunteers.

Repeated non-compliance by employees may result in disciplinary action, in accordance with <insert relevant disciplinary policy>.

4. Care for residents who smoke

5. Education

<Insert name of health service> will ensure appropriate education and training for employees as follows:

**Key legislation, acts and standards**

* Occupational Health and Safety Act 2004
* Charter of Human Rights and Responsibilities Act 2006 (Vic)

**Key related documents**

Individual health service to advise

* Key aligned policy
	+ Smokefree policy
* Other relevant documents
	+ Tobacco Dependence Clinical Guideline and Clinical Pathway
	+ Non-compliance/Disciplinary policy
	+ Others?

**Authors/Contributors**

Individual health service to advise

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