

Smoke-free Update

Responsibility for the Smoke-free Health Service (SFHS) Policy was transferred from the Smoke-free team to routine Area business on 30 June 2008. This change means that it is now the responsibility of the nominated Executive Directors to sustain monitoring of the policy.

Smoke-free Policies, Procedures, Resources and Forms

To support compliance with each component of *NSW Health PD2005_375: Smoke Free Workplace Policy – Progression of the NSW Health*, known in Hunter New England Health (HNEH) as the 'Smoke-free Health Service Policy', four Policy Compliance Procedures (PCPs) have been approved by the Area Executive Team (AET).

Each PCP contains procedures/protocols that will support compliance and ensure sustainability of NSW Health's Policy Directive. The PCPs supersede ALL previous documents related to the SFHS Policy. Detailed below are each of the PCPs and a summary of their contents:

PD2005_375: PCP1 Smoke Free Health Service Policy - Enforcement

PCP 1 contains procedures that outline the responsibilities associated with enforcing the Smoke-free Health Service Policy for:

- All staff
- Managers
- Sites

In addition, PCP 1 contains details on the annual monitoring tool and wording for HNE Health Smoke-free signs. **Note:** As enforcement of the Smoke-free Health Service Policy applies to ALL staff, the documents have been included in this booklet.

PD2005_375: PCP2 Smoke Free Health Service Policy – Supporting Nicotine Dependent Employees

PCP 2 contains procedures around the provision of NRT to employees who wish to quit smoking, as well as for those not intending to quit smoking for:

- employees
- managers

Smoke-free Update

- **Change in responsibility for SFHS policy**
- **New Policy Compliance Procedures**
- **How and where to access information & support**

ISSUED: JULY 2008

- staff health nurses/trained clinicians
- pharmacists
- cashiers

In addition, PCP 2 contains forms and tools to assist in support e.g. staff assessment forms, Quitline fax referral form, staff health nurse contact list, Quit tips etc. **Note:** This will remain as an interim PCP for six months or until the recommendations from the Staff Health Review are implemented (whichever occurs first).

PD2005_375: PCP3 Smoke Free Health Service Policy - Managing Nicotine Dependent Inpatients and Prospective Aged Care Residents

PCP 3 contains procedures, nurse/midwife initiated medication protocols, forms and tools for managing nicotine dependent:

- inpatients (including mental health facility inpatients)
- prospective aged care residents

In addition, PCP 3 contains details of the annual monitoring of compliance of the provision of smoking care to inpatients.

PD2005_375: PCP4 Smoke Free Health Service Policy - Applying for an Inpatient Group or Inpatient Exemption

PCP 4 contains:

- guidelines for determining whether to apply for an inpatient group or patient exemption
- principles for determining approval of an exemption.

In addition, PCP 4 contains steps on how to apply for an inpatient group or individual inpatient exemption.

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Each PCP has a nominated Executive Director who is responsible for sustaining and monitoring specific components of the policy (see below).

Enforcement:

- Director of Population Planning and Performance (Kim Browne)

Supporting Nicotine Dependent Employees:

- Director of Workforce (Glenda Dingwall)

Managing Nicotine Dependent Inpatients and Prospective Aged Care Residents:

- Acute facilities: Director, Operations - Acute Network (Michael Di Rienzo)
- Non-Acute facilities: Director, Operations - Primary and Community Networks (Scott McLachlan)
- Mental Health facilities: Clinical Director, Mental Health (Dinesh Arya)

Applying for an Inpatient Group or Inpatient Exemption:

- As per Managing Nicotine Dependent Inpatients and Prospective Aged Care Residents

Comment from Dr Nigel Lyons, CE HNE Health

Continuing to support the Smoke-free Health Service Policy is key to making prevention everyone's business in Hunter New England Health.

Hunter New England Health staff have already made a great contribution in supporting the policy.

The Area Executive Team is committed to building on this great contribution with annual reviews of performance.

Where to go for support and information

If you require information about the Smoke-free Health Service Policy, or support in implementing, monitoring or enforcing it, please refer to the Smoke-free Health Service website (currently under reconstruction; available soon).

If the website does not provide the required information or support, contact the nominated contact person for the relevant component of the Smoke-free Health Service Policy, listed below;

Enforcement:

Dr John Wiggers - Director Population Health
Ph: (02) 4924 6247

Supporting Nicotine Dependent Employees:

Peter Reay – Acting Director, Human Resources
Ph: (02) 4985 3278

Managing Nicotine Dependent Inpatients and Exemptions in Acute Facilities:

Sally Milson-Hawke, Acting Deputy Services Manager, Medicine - John Hunter Hospital
Ph: (02) 4921 3544

Managing Nicotine Dependent Inpatients and Exemptions in Non-Acute Facilities:

Vi Hunt, Team Leader, Drug & Alcohol
Ph: (02) 6767 8135

Managing Nicotine Dependent Aged Care Residents:

Viki Brummell, Network Manager Aged Care and Rehabilitation Services Clinical Network
Ph: (02) 6739 0100

Managing Nicotine Dependent Mental Health Inpatients and Exemptions in Mental Health Facilities:

David McLeod, Nursing James Fletcher Hospital
Ph: (02) 4924 6539