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**GUIDELINE**  
**Tobacco-Free Hospital Initiative - Exceptional Circumstances**

PURPOSE  
GUIDELINE  
PROCEDURE  
QUALITY MONITORING PROCESS  
RELATED DOCUMENTS

**Purpose**

Grand River Hospital (GRH) became a tobacco-free facility on April 2, 2013. Key elements of this policy are the use of tobacco or tobacco products are prohibited on GRH property.

All patients are asked if they use tobacco upon entry into any GRH service. If a patient indicates that they are a current tobacco user, clinical staff is asked to offer information and support, including information about nicotine replacement therapy (NRT). Our goal is to keep patients as comfortable as possible during their hospital stay with us. This may also be an opportunity for patients to consider quitting using tobacco products, but that is their choice and if they choose to continue using tobacco products during their hospital stay they will be required to leave the property to do so.

**Guideline**

We recognize that there may be some rare circumstances, particularly at our Freeport site, when it is felt that a patient should be allowed to use tobacco on hospital property in a safe location, due to exceptional circumstances. Although we have purposely not created a rigid definition of an exceptional circumstance, here is a general guideline to use when making a decision around this:

*When a manager becomes aware of a patient who plans to continue using tobacco, even after being offered NRT and where they believe that asking the patient to leave the property to use tobacco introduces risk of harm to themselves or others the procedure below should be followed.*

**Procedure**

1. Managers must give final approval of any exceptional circumstance.
2. Before a decision is made, the manager will review the situation with the care team and ensure all other strategies and options have been explored.
3. Once the manager is satisfied that this is an exceptional circumstance, the manager will notify the co-chairs of the Tobacco Free Steering Committee by e-mail and call security (ext. 2505) to make them aware of the patient's name and the specific circumstances. There are no exceptions for staff to use tobacco products on the hospital grounds.
4. Document exceptional circumstances designation on Tobacco Use-Admission heading.

Designated Areas for Tobacco Use

Freeport Site: The location of the designated tobacco area for exceptional circumstances at the Freeport site is in the area just outside the renal clinic - in the location of the old staff smoking hut (now removed). Two red reflector posts have been put in place to mark this area. Two benches and a tobacco receptacle are also located in this area. The use of tobacco products is not permitted in any other area of the property (NOT in the rose garden, the look-out area or the pavilion) and the designated area is only for those who have been approved by a manager as "exceptional".

KW Site: Given the ease of moving off grounds at the KW site, we are not anticipating many, if any, exceptional circumstances at the KW site. Therefore, there is no specific designated tobacco area for exceptional

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circumstances at the KW site. Any exceptional circumstances will be dealt with on a case by case basis. These cases should still be approved by the manager and reported to co-chairs of the Tobacco Free Steering Committee by email and call Security (ext. 2505).

### Quality Monitoring Process

The Tobacco Free Steering Committee will review all cases of exceptional circumstances and reports the findings regularly to the Senior Leadership Team. The goal is to monitor trends and offer education and support to programs that may benefit from this.

Any questions or concerns about exceptional circumstances should be directed to co-chairs of the Tobacco Free Steering Committee by e-mail.

### Related Documents

Tobacco-Free Hospital Policy (ADM-A-7205)

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| <b>Date of First Issue</b><br>July 23, 2013 | <b>Developed By</b><br>Clinical Director, District Stroke Unit                                |
| <b>Date of Last Revision</b>                | <b>Approved By</b><br>Vice President, Clinical Programs and Chief Nursing Executive (Interim) |

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