

7 September 2020

Patsi Davies

Via email: patsidavies@yahoo.co.nz



100 Heads Road, Private Bag 3003
Whanganui 4540, New Zealand

Dear Patsi

Official Information Act Request – OIA 13050 Smokefree Policies

On 6 August 2020, under section 12 of the Official Information Act, you requested the following information from Whanganui District Health Board (WDHB):

Thank you for the information. It was set out in a very helpful manner.

I have some questions of clarification. Please supply the following information under the Official Information Act 1982 (OIA).

1. The Smoke-free Policies start in 2009. What smoke-free policies or related documentation did the DHB have between 2000 and 2008?
2. Have designated smoking areas (internal and or external) existed in MH&AD inpatient facilities during the years 2000 - 2020? If so, for which years?
3. The document numbers, authorised dates, version numbers and the next review dates for each of the Whanganui DHB MH&AD Smoking Vaping Outdoor Area Policy and the Procedure documents - they are missing.
4. The above policy (in 3) provides that certain tangata whai ora have escorted leave to use the smoking/vaping area. Where is this area located?
5. What is the rationale for providing a smoking/vaping area for tangata whai ora?
6. A copy of the Memorandum of Understanding with the Government regarding all WDHB sites and property being smokefree - referred to on p1 in the 2014 Policy (WDHB-1804). I am interested in the smokefree content of the memo.

Whanganui District Health Boards response:

- 1. The Smoke-free policies start in 2009. What smoke-free policies or related documentation did the DHB have between 2000 and 2008?**

Response: There is no record of any policies or procedures prior to 2008

- 2. Have designated smoking areas (internal and or external) existed in MH&AD inpatient facilities during the years 2000 - 2020? If so, for which years?**

Response: An external designated smoking area has been in place since 2018

Chief Executive | Phone 06 348 3140 | Fax 06 345 9390

- 3. The document numbers, authorised dates, version numbers and the next review dates for each of the Whanganui DHB MH&AD Smoking Vaping Outdoor Area Policy and the Procedure documents - they are missing.**

Response: Please see attached documents:

MHAS Smoking and Vaping Outdoor Area procedure WDHB-6215 v1 (13/11/2018 to 13/11/2020)

MHAS Smoking and Vaping Outdoor Area policy WDHB-6210 v1 (13/11/2018 to 13/11/2020)

Smokefree Policy WDHB-1804 v3 (28/06/2014 to 28/06/2017)

Smokefree/Auhai Policy WDHB-1804 v4 (23/01/2018 to 23/01/2021)

Smokefree/Auhai Kore Procedure WDHB-9905 v2 (31/10/2019 to 31/10/2020)

- 4. The above policy (in 3) provides that certain tangata whai ora have escorted leave to use the smoking/vaping area. Where is this area located?**

Response: The area is located between Stanford House and Te Awhina inpatient units on the Whanganui District Health Board site on Heads Road Whanganui

- 5. What is the rationale for providing a smoking/vaping area for tangata whai ora?**

Response: The safety of WDHB employees is paramount and providing an area for escorted leave ensures access to an area close to the unit to protect from incidents of violence, abuse and risk

- 6. A copy of the Memorandum of Understanding with the Government regarding all WDHB sites and property being smokefree - referred to on p1 in the 2014 Policy (WDHB-1804). I am interested in the smokefree content of the memo.**

Response: We have been unable to identify this document

Should you have any further queries about the above information, please contact our OIA co-ordinator Anne Phoenix at anne.phoenix@wdhb.org.nz

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

Russell Simpson
Chief Executive

Policy

Mental Health and Addictions Services Smoking/Vaping Outdoor Area Policy	
Applicable to: Whanganui District Health Board	Authorised by: Nurse Manager Mental Health and Addictions Services
	Contact person: Smokefree Project Lead Public Health

1. Purpose

This policy is to inform, educate and identify those permitted to use the specific Mental Health and Addictions Services (MH&AS) smoking and vaping area and when it is appropriate for this area to be accessed.

2. Policy statement

To inform MH&AS service user/tangata whaiora, staff and visitors the criteria pertaining to who can use the smoking/vaping area, and associated requirements.

3. Scope

This policy is to inform all Whanganui District Health Board (WDHB) MH&AS staff and services on the associated policy/procedures for service user/tangata whaiora use of the smoking/vaping area.

4. Prerequisites

- Te Awhina and Stanford House service user/tangata whaiora that have escorted leave are the only MH&AS service user/tangata whaiora allowed to use the smoking/vaping area. All other MH&AS service user/tangata whaiora must obey by the WDHB smokefree policy and move off site to smoke/vape
- The smoking/vaping area will adhere to the Smokefree Environments Act 1990 (open and internal areas)
- All service user/tangata whaiora are to be advised of the policy on arrival onto the MH&AS units
- All staff are to be made aware of the policies procedure and conditions and how they can access the policy
- All staff are to be given a pin code to enter the smoking/vaping area

5. Definitions

MH&AS

Mental Health and Addictions Services

TA

Te Awhina (MH&AS) inpatient unit

Visitor

Any person on WDHB sites who is not an employee, contractor, patient, volunteer or tenant

Service user/tangata whaiora

A person accessing mental health and addiction treatment or services provided by WDHB

Riskman

WDHB electronic risk reporting system

NRT

Nicotine replacement therapy

6. Roles and responsibilities

Roles	Responsibilities
MH&AS staff	<ul style="list-style-type: none">▪ Escorting service user/tangata whaiora to and from the smoking/vaping area▪ Supervise service user/tangata whaiora at all times whilst in the smoking/vaping area▪ Ensuring lighters and tobacco/vape paraphernalia is stored in a secure place▪ Not smoking/vaping themselves anywhere on WDHB grounds/vehicles/buildings including the smoking/vaping area▪ Not to encourage smoking/vaping or to use smoking/vaping as a reward for good behaviour▪ Record all smoke/vape related events on Riskman▪ Encourage all service user/tangata whaiora to make supported quit attempts or to vape instead as part of a harm reduction plan▪ Inform the smokefree liaison coach of any new smokers to the unit (TA staff only)▪ Not to give out, at any time, the security pin code to enter the smoking/vaping area to service user/tangata whaiora
Service user/tangata whaiora	<ul style="list-style-type: none">▪ To only smoke/vape in the area provided outside▪ To hand in any lighters and tobacco/vape paraphernalia to MH&AS staff to securely store▪ To use the ashtrays provided to dispose of tobacco products▪ Not to vandalise or damage MH&AS property or signage▪ Not take family or friends into the smoking/vaping area▪ Only use the smoking/vaping area when on escorted smoke/vape breaks
Visitors	<ul style="list-style-type: none">▪ Are to adhere to WDHB normal smokefree policy and only smoke/vape off the grounds▪ Not use the smoking/vaping area to smoke or vape themselves in.

7. Measurement criteria

- The amount of smoke/vape related Riskman reports completed
- Observation of fewer service user/tangata whaiora smoking on WDHB grounds
- Less tobacco butts on grounds around the MH&AS areas
- Less negative incidents related to smoking issues/activity

8. References

- Smokefree Environments Act 1990 <https://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/smokefree-environments-legislation/smoke-free-environments-act>
- Internal and Open Areas of the Smokefree Environments Act 1990 <https://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/smokefree-environments-legislation/internal-and-open-areas-under-smoke-free-environments-act-1990>
- WDHB MH&AS smoking/vaping outdoor area procedure – WDHB intranet
- WDHB Smokefree Policy - WDHB Intranet

9. Related Whanganui District Health Board documents

- WDHB MH&AS Smoking/Vaping Outdoor Area Procedure
- WDHB Process for Using the Smoking/Vaping Area
- WDHB Smokefree/Auahi Kore Policy
- WDHB Smokefree/Auahi Kore Procedure
- NRT Standing Order Policy
- NRT Standing Order Procedure

11. Key words

Smoking area
Vaping area policy
MH&AS smoking/vaping area policy
Mental Health smoking area policy

Procedure

Mental Health and Addiction Services Smoking/Vaping Outdoor Area Procedure	
Applicable to: Whanganui District Health Board	Authorised by: Nurse Manager Mental Health and Addiction Services
	Contact person: Smokefree Project Lead

1. Purpose

The Whanganui District Health Board (WDHB) Mental Health and Addictions Services (MH&AS) smoking/vaping outdoor area procedure has been written alongside the WDHB MH&AS Smoking/Vaping Outdoor Area Policy to inform WDHB MH&AS staff of the processes involved before, during and after escorting service user/tangata whaiora to/from the smoking/vaping area.

2. Scope

This procedure is to inform all WDHB MH&AS staff and services on the associated policy/procedures for service user/tangata whaiora use of the smoking/vaping area.

3. Prerequisites

- Te Awhina and Stanford House service user/tangata whaiora that have escorted leave are the only MH&AS service user/tangata whaiora allowed to use the smoking/vaping area. All other MH&AS service user/tangata whaiora must obey by the WDHB smokefree policy and move off site to smoke/vape.
- The smoking/vaping area will adhere to the Smokefree Environments Act 1990 (open and internal areas)
- All service user/tangata whaiora are to be advised of the policy on arrival onto the (MH&AS) units
- All staff are to be made aware of the policies procedure and conditions and how they can access the policy
- All staff are to be given access to a key to enter the smoking/vaping area

4. Definitions

MH&AS

Mental Health and Addictions Services

TA

Te Awhina (MH&AS) inpatient unit

Visitor

Any person on WDHB sites who is not an employee, contractor, patient, volunteer or tenant.

Service user/tangata whaiora

A person accessing MH&AS treatment or services provided by WDHB

CNM

Clinical nurse manager

NRT

Nicotine replacement therapy

CBD vape oil

Concentrated form of Cannabidiol

THC vape oil

Concentrated form of tetrahydrocannabinol

5. Roles, responsibilities and criteria

Roles	Responsibilities	Criteria
MH&AS staff	<ol style="list-style-type: none"> 1. On admission a nicotine support plan will be worked out with the service user/tangata whaiora and NRT will be offered as a preferred option to smoking/vaping. Quit smoking support will then be offered 2. Service user/tangata whaiora that would normally be escorted for smoke breaks will be given set break times to smoke for the day. They will be informed of these breaks as a smoker on admission. The number of these breaks shall not change depending on the service user/tangata whaiora behaviour 3. NRT shall be used in between these breaks to make sure that the service user/tangata whaiora doesn't go into nicotine withdrawal 4. Vaping is to be encouraged as a harm reduction tool as opposed to smoking but NRT is still the safest and preferred option 5. If the service user/tangata whaiora presents at their allocated time to smoke the staff member will inform another member of staff that they are escorting the service user/tangata whaiora to the smoking area 6. At the service user/tangata whaiora allocated time to smoke a member of staff will escort the service user/tangata whaiora to the smoking area by using the provided key to the entry/exit gates. Staff members should take care to make sure that the key is returned to the nursing station after each use 7. Staff will provide the service user/tangata whaiora with one cigarette or tobacco product to roll one cigarette or a vaporiser/e-juice and a lighter to light the tobacco product. The lighter will then be handed back to the staff member to secure safely back in the nursing station 8. The member of staff will need to be 	Delivered to service user/tangata whaiora that identify as a smoker/vaper

	<p>within sight of the smoking shed provided but are not to stand directly in the smoking/vaping area so as to protect themselves from passive smoking/vaping</p> <p>9. Once the service user/tangata whaiora has finished their smoke or has an adequate amount of time to vape (six minutes average) the staff member is to escort the service user/tangata whaiora back through the same way as they entered</p> <p>10. Tobacco products/lighters and vaping equipment are then to be stored back in the nursing station. Under no circumstances are service user/tangata whaiora allowed to keep these products on their person</p>	
MH&AS staff and CNMs	<p>1. Staff are not to encourage or remind service user/tangata whaiora about smoking and are only to escort service user/tangata whaiora if they present at their agreed times</p> <p>2. Staff should check on security cameras who is currently in the smoking/vaping area as no more than two service user/tangata whaiora are allowed in this area at once</p> <p>3. At NO point are WDHB staff allowed to smoke or vape in this area</p>	
Service user/tangata whaiora	<p>1. Under NO circumstances are any narcotics to be smoked in this area or CBD or THC vape oils to be used</p> <p>2. No eating or drinking is allowed in the smoking/vaping area</p>	Service user/tangata whaiora that are from Te Awhina unit or from Stanford House that are allowed to go on escorted leave
Visitors	<p>1. At NO point are other family members allowed to smoke or vape in this area. Visitors must obey by the WDHB smokefree policy and move off site to smoke/vape</p>	

6. Equipment and resources

- Smoking/vaping area flow chart
- Pin access code
- Gloves to dispose of rubbish
- NRT
- Standing order stickers

7. Procedure

The WDHB MH&AS Smoking/Vaping Outdoor Area Procedure must be followed at all times before, during and after escorting service user/tangata whaiora to/from the smoking vaping area

1. Service user/tangata whaiora presents at nursing station for allocated smoke/vape break.
2. Staff member checks on security cameras there are currently no more than two service user/tangata whaiora using the area already.
3. Staff member provides service user/tangata whaiora with sufficient products for the equivalent of one cigarette from service user/tangata whaiora supply stored in the nurse's station.

4. Staff member informs staff in nurses' station that they are escorting service user/tangata whaiora to the smoke/vape area.
5. Staff member escorts service user/tangata whaiora to locked area. Uses key to unlock gate.
6. Staff member provides service user/tangata whaiora with lighter to ignite their tobacco products and retrieves lighter.
7. Staff member exits the smoke/vape area but remains within viewing distance.
8. Only one cigarette or six minutes of vaping time allowed.
9. Staff member is responsible for checking for fire risks and litter before escorting the service user/tangata whaiora back to the unit.
10. Once back in the unit, the staff member returns the service user/tangata whaiora lighter and tobacco products to their supply stored in the nurses station.

8. Measurement criteria

- The amount of smoke/vape related Riskman reports completed
- Observation of fewer service user/tangata whaiora smoking on WDHB grounds
- Less tobacco butts on grounds around MH&AS areas
- Less negative incidents related to smoking issues/activity

9. References

- Smokefree Environments Act 1990 <https://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/smokefree-environments-legislation/smoke-free-environments-act>
- Internal and Open Areas of the Smokefree Environments Act 1990 <https://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/smokefree-environments-legislation/internal-and-open-areas-under-smoke-free-environments-act-1990>
- WDHB smokefree policy - WDHB Intranet

10. Related Whanganui District Health Board documents

- WDHB MH&AS Smoking/Vaping Outdoor Area Policy
- WDHB Process for Using the Smoking/Vaping Area
- WDHB Smokefree/Auahi Kore Policy
- WDHB Smokefree/Auahi Kore Procedure
- NRT Standing Order Policy
- NRT Standing Order Procedure

12. Key words

Smoking area
Vaping area procedure
MH&AS smoking/vaping area procedure
Mental Health smoking area procedure

Policy

Smokefree Policy	
Applicable to: Whanganui District Health Board	Authorised by: Public Health Centre
	Contact person: Professional advisor health promotion

1. Purpose

Whanganui District Health Board (WDHB) is committed to promoting healthy lifestyles choice for employees, patients, visitors, contractors and volunteers, by reducing the harmful effects of tobacco by:

- providing a supportive smokefree environment for patients who are sick or infirm to optimize healing and wellbeing,
- providing for all smokers who are attempting to quit or maintain quitting
- providing a pleasant environment for staff and families to be in
- providing a smokefree work environment for employees in compliance with the Smokefree Environments Amendment Act (2003)
- showing leadership in adopting a population health perspective to address a major cause of the chronic disease burden and health inequities experienced in this District Health Board
- creating a supportive environment for the implementation of the Smokefree ABC initiative and to meet the health target of 'Better Help for Smokers to Quit' (New Zealand Ministry of Health Strategy and Health Targets)
- ensuring that smoking is viewed as an active risk problem to the patient's health and is routinely assessed, treated and monitored throughout their hospital stay in compliance with best practice and core standards of care

2. Policy

In accordance with the Memorandum of Understanding with the Government, all WDHB sites and property are to be smokefree. As a provider of health services, the WDHB has an obligation to ensure patients receive a standard of care that is consistent with current evidence-informed best-practice. This requires that every patient is:

- **Asked** about their smoke-exposure, both primary and secondary smoke
- **Brief** advice is given to every smoke-exposed patient with appropriate information
- **Cessation** – all smoking patients will be assessed for nicotine withdrawals, offered/charted nicotine replacement therapy (NRT) as appropriate for their stay in hospital, followed with an offer of a referral to a cessation provider on discharge
- **Documentation** – Smoking is documented as an active problem in the patient's records with evidence of assistance being offered and withdrawal symptoms being assessed regularly. There will be a seamless flow of information regarding the patients smokefree status (including smoke-exposure) plus interventions and prescriptions, from services provided by the WDHB (inpatient, outpatient and community services) to the primary care providers. This includes all patient records, referrals and discharge summaries (written and electronic)

3. Scope

This policy applies to all WDHB employees (permanent, temporary and casual), visiting medical officers, and other partners in care, contractors, consultants and volunteers. This includes all buildings, grounds and vehicles. Assistance will be offered to smokers (patients, staff and visitors) to remain smokefree while on site.

4. Roles and responsibilities

Managers

It is the responsibility of all managers to ensure that:

- staff, including temporary staff are aware of and comply with the policy
- staff have the appropriate education (Smokefree ABC responsibilities in all ward orientation, Smokefree Online ABC Training and NRT training) to enable them to interact motivationally with smoking patients
- staff who smoke are aware of the support available
- should a staff member fail to comply with the policy it is the responsibility of the line manager to resolve the situation in accordance with Performance Review/the Code of Conduct
- contractors are aware of and comply with the policy
- visitors are aware of and comply with the policy
- patients are aware of the policy prior to admission or attendance at the hospital, that management of Nicotine addiction will be discussed and NRT made available to treat withdrawal symptoms
- patients who are smokers are made aware that should they insist on having a smoke, they are responsible for making their own way off site at their own risk
- should a patient fail to observe the policy it is the responsibility of the senior person on duty to attempt to resolve the situation
- where home visits are undertaken the service user is made aware of the arrangements prior to the visit and ensure a smokefree room is available
- should a patient receiving treatment in their own home fail to comply the staff member providing the treatment should initially ensure that the client received the information from the hospital and if not should give them a copy and negotiate a smokefree area to complete treatment
- managers are aware of the tobacco target "Better Help for Smokers" and the performance of their area against the target. They will engage actively and show leadership in assisting their staff in achieving the target

Staff

All staff have the responsibility to comply with the smokefree policy.

All staff must not smoke:

- in uniform
- while wearing an DHB identity badge
- or on hospital sites or vehicles

All staff are encouraged to remain smokefree while working alongside patients.

Staff are encouraged to remind anyone (colleagues, patients and visitors) who is failing to comply with the smokefree policy about the conditions of the policy document.

All staff will be actively engaged in the delivery of the Smokefree ABC as a core standard of care.

Human Resources

Job advertisements and job descriptions will include a statement to say that WDHB is a smokefree working environment. All potential and new staff will be informed of the requirements of the smokefree policy. Smokefree Online ABC Training and information about the policy will be included in orientation education and in "new staff" packages. Mandatory training for staff will include an update around smokefree policy the ABC role for staff.

Informing Employees, Patients, Visitors and Contractors

This policy will be accessible to all employees. The policy will be referred to in all positions advertised and promoted through all employment processes.

Patients will be informed of WDHB's Smokefree Policy prior to arranged admission, on admission or as soon as reasonably practical in the case of an acute admission.

Visitors will be informed through adequate signage and brochures on the wards. Contractors will be informed of the policy through a clause in their contract.

Complaints by an Employee about smoking in the workplace.

These must be addressed through the line manager via Riskman. If unresolved the complaint can be logged with the Manager of Human Resources.

If a patient or visitor wishes to register a complaint in relation to smoking, they should be advised of their rights and how to access the complaints procedure in accordance with the WDHB policy on Customer Complaints. (refer to Smokefree Environments Amendment Act 2003 Section 15 and 16).

Patients of Mental Health Services

If a patient who is on psychiatric medications stops smoking (cold turkey, prescribed NRT, or other cessation medication) then the patient's specialist should be consulted.

Smokefree Systems

All patients will have their tobacco smoke exposure status identified and documented in their health record.

All patients identified as a smoker or exposed to second hand smoke will be offered cessation information and support.

Nicotine Replacement Therapy (NRT) will be made available, where appropriate to all patients who are identified as smokers.

All patients will be offered additional support to become smokefree.

Monthly information about performance against the Ministry Of Health Tobacco Target will be fed back to the clinical areas to assist them in achieving the Tobacco Target.

Spot audits will also be undertaken to give timely feedback to clinical staff highlighting issues that require attention.

5. Prerequisites

There is a high level of commitment and enthusiasm by WDHB management to provide a smokefree environment with assistance for all smokers to becoming smoke free. The hospital will have adequate signage informing the public that this is a smokefree campus.

Availability of smoking cessation medications for patients, visitors and staff to assist them to remain smokefree whilst on this campus. All employed health professionals will have completed the Smokefree Online ABC Training.

6. Measurement criteria

- All health professionals will have adequate training:
 - a. Smokefree Online ABC Training
 - b. Mandatory Training
 - c. NRT training
 - d. Smokefree Update Training.

- Achievement of Ministry of Health Tobacco Target “Better Help for Smokers”
- Increasing number of referrals to Quitline from patient discharge.
- Increasing amount of NRT used in inpatient areas.
- Decrease in the cigarette rubbish around the hospital campus.

7. Definitions

For the purpose of this policy, “tobacco” is defined to include: cigarettes, cigars, pipes and any other smoking product; chew, snuff, and any other smokeless tobacco product; and nicotine delivery devices, such as e-cigarettes. MOH approved nicotine replacement therapy products used for tobacco cessation are excluded from this definition.

E-Cigarette: devices whose function is to vaporize and deliver to the lungs of the user a chemical mixture typically composed of nicotine, propylene glycol and other chemicals, although some products claim to contain no nicotine.

**There is not enough evidence to be able to recommend e-cigarettes as an aid to quit smoking. The Ministry will be assessing new evidence as it arises, but in the meantime smokers should continue to use approved smoking cessation aids, such as patches, lozenges and gum, to help them quit smoking.*

ABC: **A** – ask and record a smokefree status and smoke exposure, **B** – offer **brief** advice(<1 minute) pertinent to the individual, and record it in the records, **C** – **cessation** support offered – Nicotine replacement therapy, referral to community provider on discharge.

Contractor: Is a person/consultant/company contracted to provide services to the WDHB.

Employee: A person directly employed by WDHB to provide a service.

Patient: A person accessing treatment or services provided by WDHB also refers to client, customer, consumer, or service user.

NRT: Nicotine Replacement Therapy (patches, lozenge and gum)

Visitor: Any person on WDHB sites who is not an employee, contractor, patient, volunteer or tenant.

Volunteer: A person performing or offering voluntary service to WDHB.

Whanganui District Health Board sites: any area owned, leased or occupied by WDHB including all buildings, grounds, entrances, vehicles and car parks.

8. Related WDHB documents

- Customer Complaints Policy
- Medicine Standards
- Nurse Initiated Nicotine Replacement Therapy Procedure
- WDHB Code of Conduct

9. Key words

Cessation smoking smokefree ABC tobacco free target nicotine replacement therapy (NRT)

Policy



Smokefree/Auahi Kore Policy	
Applicable to: Whanganui District Health Board	Authorised by: Public Health Centre
	Contact person: Health Promotion Manager

1. Purpose

Whanganui District Health Board (WDHB) is committed to promoting healthy lifestyles choice for employees, patients, visitors, contractors and volunteers, by reducing the harmful effects of tobacco.

2. Policy Statement

In accordance with the Memorandum of Understanding with the New Zealand Government, the WDHB will take all practical steps to ensure all WDHB sites and property remain Smokefree/Auahi Kore at all times.

3. Scope

This policy applies to all WDHB employees (permanent, temporary and casual), visiting staff and other partners in care, contractors, consultants, volunteers and visitors. This includes **all** buildings, grounds and vehicles.

4. Prerequisites

Assistance will be offered to smoker (patients, staff, students, visitors and contractors) to remain Smokefree/Auahi Kore while on site.

5. Definitions

For the purpose of this policy, "tobacco" is defined to include: cigarettes, cigars, pipes and any other smoking product; chew, snuff, and any other smokeless tobacco product; and nicotine delivery devices, such as e-cigarettes and vaporizers. MOH approved nicotine replacement therapy products used for tobacco cessation are excluded from this definition.

E-Cigarette/Vaporizer: devices whose function is to vaporize and deliver to the lungs of the user a chemical mixture typically composed of nicotine, propylene glycol and other chemicals, although some products claim to contain no nicotine.

ABC: **A** – ask and record a smokefree status and smoke exposure, **B** – offer **brief** advice (<1 minute) pertinent to the individual, and record it in the records, **C** – **cessation** support offered – Nicotine replacement therapy, referral to community provider on discharge.

Contractor: Is a person/consultant/company contracted to provide services to the WDHB.

Employee: A person directly employed by WDHB to provide a service.

Patient: A person accessing treatment or services provided by WDHB also refers to client, customer, consumer, or service user.

NRT: Nicotine Replacement Therapy (patches, lozenge and gum)

Visitor: Any person on WDHB sites who is not an employee, contractor, patient, volunteer or tenant.

Volunteer: A person performing or offering voluntary service to WDHB.

WDHB sites: any area owned, leased or occupied by the WDHB including all buildings, grounds, entrances, vehicles and car parks.

6. Roles and Responsibilities

Chief Executive	Expectation that the policy is reviewed, updated and implemented accordingly
Executive Management Team	<ul style="list-style-type: none">• Endorse and support the policy
Operational Management Team	<ul style="list-style-type: none">• Enable the implementation of the policy
All Line Managers	<ul style="list-style-type: none">• Lead the implementation of the policy• Ensure all staff are informed and trained to effectively apply the policy• Conduct a review of any incidents reported by staff• Are aware of the "better help for smokers" tobacco target
All Staff	<ul style="list-style-type: none">• Lead the implementation of the policy• Understand their responsibilities as described in the policy and adhere to the policy and associated procedures• Report risks, near misses and events through the RiskMan process

7. Measurement Criteria

- Completion of Smokefree/Auahi Kore training
- Number of incidents reported
- Policy compliance audit
- WDHB achievement of Ministry for Health Tobacco Target "Better Help for Smokers"

8. Related WDHB documents

- Customer Complaints Policy
- Medicine Standards
- Code of Conduct Policy
- Quit Smoking Referral Form 0058
- Smokefree Care Pathway 0178
- NRT Standing Order
- Standing Order Procedure
- Ministry of Health "Guide to prescribing NRT" June 2014 HP5869
- Addressing Unacceptable Conduct Procedure

9. Key words

Auahi kore cessation smokefree smoking smoker ABC nicotine replacement therapy (NRT) cigarette

Procedure

Smokefree/Auahi Kore Policy	
Applicable to: Whanganui District Health Board	Authorised by: Public Health Centre
	Contact person: Smokefree Project Lead

1. Purpose

The purpose of this procedure is to provide more detail around the Smokefree/Auahi Kore Policy which has been developed to encourage, shorter hospital stays, lower drug doses, fewer complications, higher survival rates, better wound healing, decreased infections and fewer re-admissions after surgery.

Whanganui District Health Board (WDHB) is committed to promoting healthy lifestyles choice for employees, patients, visitors, contractors and volunteers, by reducing the harmful effects of tobacco by:

- providing a supportive smokefree environment for patients who are sick or infirm to optimise healing and wellbeing
- protecting children from exposure to tobacco
- providing for all smokers who are attempting to quit or maintain quitting
- providing a pleasant environment for staff and families
- providing a smokefree work environment for employees in compliance with the Smokefree/Auahi Kore Environments Amendment Act (2003)
- showing leadership in adopting a population health perspective to address a major cause of the chronic disease burden and health inequities experienced in this District Health Board region
- creating a supportive environment for the implementation of the Smokefree/Auahi Kore ABC initiative and to meet the health target of 'Better Help for Smokers to Quit' (New Zealand Ministry of Health Strategy and Health Targets)
- ensuring that smoking is viewed as an active risk problem to the patient's health and is routinely assessed, treated, monitored and recorded throughout their hospital stay in compliance with best practice and core standards of care
- To encourage staff to be positive role models to promote a smokefree environment.

2. Scope

This procedure applies to all Whanganui District Health Board (WDHB) employees (permanent, temporary and casual), visiting medical officers, and other partners in care, contractors, consultants and volunteers.

3. Definitions

For the purpose of this procedure, "tobacco" is defined to include: cigarettes, cigars, pipes and any other smoking product; chew, snuff, and any other smokeless tobacco product; and nicotine delivery devices, such as e-cigarettes and vaporizers. MOH approved nicotine replacement therapy products used for tobacco cessation are excluded from this definition.

E-Cigarette/Vaporizer: devices whose function is to vaporize and deliver to the lungs of the user a chemical mixture typically composed of nicotine, propylene glycol and other chemicals, although some products contain no nicotine.

ABC: **A** – ask and record a smokefree status and smoke exposure, **B** – offer brief advice(<1 minute) pertinent to the individual, and record it in the records, **C** – cessation support offered – Nicotine replacement therapy, referral to community provider on discharge.

NRT: Nicotine Replacement Therapy (patches, lozenge and gum)

Contractor: Is a person/consultant/company contracted to provide services to the WDHB.

Employee: A person directly employed by WDHB to provide a service.

Patient: A person accessing treatment or services provided by WDHB also refers to client, customer, consumer, or service user.

Visitor: Any person on WDHB sites who is not an employee, contractor, patient, volunteer or tenant.

Volunteer: A person performing or offering voluntary service to WDHB.

Whanganui District Health Board sites: any area owned, leased or occupied by WDHB including all buildings, grounds, entrances, vehicles and car parks.

4. Roles and responsibilities

Roles	Responsibilities
CEO	Will actively support the Smokefree/Auahi Kore policy
All Management Staff	Will ensure that:
	<ul style="list-style-type: none"> ▪ staff, including temporary staff, are aware of and comply with the Smokefree/Auahi Kore Policy and Code of Conduct Policy, page 5, section 6.1.19, and inform employees that any breach of these rules may lead to disciplinary procedures being invoked.
	<ul style="list-style-type: none"> ▪ staff have the appropriate smokefree education
	<ul style="list-style-type: none"> ▪ staff who smoke are aware of the support and NRT products available to them
	<ul style="list-style-type: none"> ▪ visitors and patients are aware of and comply with the Smokefree/Auahi Policy
	<ul style="list-style-type: none"> ▪ patients who insist on smoking are responsible for making their own way off site at their own risk with the exception of the secure unit patients.
	<ul style="list-style-type: none"> ▪ they are aware of the tobacco target "Better Help for Smokers" and the performance of their area against the target. They will engage actively and show leadership in assisting their staff

	in achieving the target
All staff	<ul style="list-style-type: none"> staff have the responsibility to comply with the Smokefree/Auahi Kore Policy and be aware that Non-compliance with this policy will be viewed as misconduct
	<p>staff must not smoke:</p> <ul style="list-style-type: none"> in uniform while wearing a DHB identity badge on any WDHB sites In WDHB vehicles at any time or personal vehicles on site On other adjacent medical service providers site with their own Smokefree/Auahi Policy; e.g. St Johns Ambulance site
	<p>staff are encouraged to:</p> <ul style="list-style-type: none"> remain smokefree/auahi kore while working alongside patients Staff who do leave the grounds to smoke are expected to have consideration for local neighbours by not littering if you feel safe to do so, to remind anyone who is failing to comply with the Smokefree/Auahi Kore Policy about the conditions of the policy document.
	<ul style="list-style-type: none"> all staff will be actively engaged in the delivery of the Smokefree ABC as a core standard of care. All staff will attend regular upskill training sessions on current cessation/tobacco and vape changes.
Spotless Staff	<ul style="list-style-type: none"> make sure contractors are aware of and comply with the Smokefree/Auahi Kore Policy by reading and signing the Spotless Contractor site Induction Check List and Notes
Patients/Clients	<ul style="list-style-type: none"> Have a responsibility to make sure that they provide a smokefree area for any staff member that may be visiting their place of residence to deliver any treatment/medication or care.

5. Resources

- Quit smoking referral form 0058

6. Procedure

As a provider of health services, the WDHB has an obligation to ensure patients receive a standard of care that is consistent with current evidence-informed best-practice. This requires that every patient is asked about their smoking status and provided with an offer of NRT and referral for smoking cessation. This can be done by following smoking cessation 'ABC'.

Asks about their smoke-exposure, both primary and secondary smoke

Brief advice is given to every smoke-exposed patient with appropriate information

Cessation – all smoking patients will be assessed for nicotine withdrawals, offered/charted nicotine replacement therapy (NRT) as appropriate for their stay in hospital. Referral for support to quit should be proactively offered as standard unless refused by the patient. Please use the referral form and fax to patient's choice of cessation provider

Documentation – Smoking is documented as an active problem in the patient's records with evidence of assistance being offered and withdrawal symptoms being assessed regularly.

- Issues with smokers on the grounds should be recorded in Riskman so that all incidents are logged.

7. Measurement criteria

- All health professionals will have adequate training including but not restricted to:
 - a. One-off compulsory Smokefree/Auahi Kore Online ABC
 - b. Compulsory organisation mandatory training with an update every two years
 - c. NRT training
 - d. Smokefree/Auahi Kore updates

WDHB achievement of Ministry of Health Tobacco Target "Better Help for Smokers"

8. References

- Ministry of Health "Guide to prescribing NRT" June 2014 HP5869
- Smokefree/Auahi Kore Environments Amendment Act (2003)

9. Related WDHB documents

- Customer Complaints Policy
- Medicine Standards
- Code of Conduct Policy
- Quit Smoking Referral form 0058
- Smokefree Care Pathway 0178
- NRT Standing Order
- Standing Order Procedure
- Addressing Unacceptable Conduct Procedure
- Smokefree/Auahi Kore Policy

10. Key words

Auahi kore cessation smoke-free smoking smoker ABC tobacco free target nicotine replacement therapy (NRT) cigarette