

NAVHOSP29PALMSINST 5100.13I
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NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 5100.13I

From: Commanding Officer, Naval Hospital Twentynine Palms

Subj: TOBACCO USE POLICY AND TOBACCO USE PREVENTION PROGRAM

Ref: (a) SECNAVINST 5100.13E
(b) NAVMED POLICY ltr 09-009 dtd 17 Jul 09
(c) BUMEDINST 6200.12
(d) Negotiated Agreement between Naval Hospital
Twentynine Palms and Local 2018
(e) NAVMED POLICY ltr 08-017 dtd 26 Aug 08
(f) NMCPHC and BUMED (M8) PBB Awards Monthly Report -
Tobacco Screening

Encl: (1) Designation of Naval Hospital Twentynine Palms (NHTP)
campus
(2) Definitions
(3) Tobacco HEDIS Measures, "How does it work?"

1. Purpose.

a. This instruction establishes guidelines for a tobacco free campus at Naval Hospital Twentynine Palms, Branch Clinics China Lake and Bridgeport and Adult Medical Care Clinic (AMCC). Campus is defined as any property or non-residential building that is owned, operated, maintained or leased by NHTP to include all roads, parking lots and sidewalks on NHTP, AMCC, Branch Health Clinics China Lake and Bridgeport grounds.

b. This instruction provides policy and program guidance for the tobacco use prevention and cessation program, consistent with references (a) through (f).

c. This policy applies to all NHTP employees, patients, visitors, students, trainees, volunteers, vendors and supplemental staff to include contract employees.

2. Cancellation. NAVHOSP29PALMSINST 5100.13H.

3. Background. The Surgeon General of the United States has determined that the use of tobacco products as well as exposure to second hand smoke and tobacco product residues are hazardous

to human health. Tobacco products also adversely impact the health and readiness of our military forces and are an immense burden on the DoD health care system as a whole.

a. Reference (a) requires written policies that discourage and control the use of tobacco products and reinforces that tobacco is not to be used while walking from point to point as it is inappropriate and detracts from military smartness.

b. Reference (b) guides all of Navy Medicine to set an example of a fit force by encouraging tobacco cessation and by prohibiting tobacco use while on duty, in the presence of patients or while in uniform representing Navy Medicine. This includes when uniform standards are relaxed to meet our total force mission (e.g. scrubs or coveralls). This reference also guides that tobacco use is prohibited when a service member is traveling in support of a Bureau of Medicine and Surgery mission.

4. Policy. The policy of this Command is to provide staff, patients and visitors an environment that is tobacco free and discourages the use of tobacco products, promotes education about the hazards of tobacco use and encourages and assists tobacco users who wish to quit. The Command policy also provides clear guidelines to those who choose to use tobacco and allow tobacco use off of all hospital and clinic grounds thereby ensuring a safe, healthy and unpolluted environment for those who do not use tobacco.

a. Reference (c) expressly prohibits the sale and use of tobacco products in Bureau of Medicine and Surgery (BUMED) facilities.

b. Using tobacco products is strictly limited to the designated area located outside of NHTP governed property as delineated in enclosure (1).

c. There will be no ashtrays located on hospital or clinic property as all tobacco products must be disposed of before accessing any NHTP governed property.

d. Staff are not authorized additional break time for tobacco use, per Article 13, Section 3 of reference (d).

e. Tobacco use policy will be included in staff orientation and annual training.

f. The Tobacco Cessation Program is open to all beneficiaries of NHTP and Branch Clinics. Tobacco cessation services include cessation counseling and pharmaceuticals provided free to DoD civilian employees. Nicotine Replacement Therapy (NRT), Zyban or Chantix can be prescribed to those wanting to quit tobacco and not to maintain their addiction.

5. Action.

a. Commanding Officer, NHTP authorizes the execution of a tobacco free campus policy at NHTP, AMCC and Branch Health Clinics China Lake and Bridgeport and ensures implementation of these procedures/guidelines.

b. All NHTP and Branch Health Clinic staff shall be responsible for compliance with and enforcement of this instruction and shall:

(1) Inform all NHTP and Branch Health Clinic patients and visitors of the NHTP tobacco use policy and the location of the designated tobacco use area located off the hospital-governed grounds;

(2) Assist in the enforcement of the tobacco free policy by utilizing proper military courtesy and the chain of command; and

(3) Offer assistance to eligible beneficiaries requesting tobacco cessation information and/or counseling by referring them to health promotion and wellness services.

c. The Health Promotions Coordinator shall:

(1) Ensure that tobacco cessation classes and/or one on one counseling are available and accessible for all staff and beneficiaries; and

(2) Serve as a resource and point of contact for providers with patients who use tobacco and for tobacco users who wish to quit.

d. All Health Care Providers shall:

(1) Inquire about patients' tobacco use during routine examinations. This action is supported by the Healthcare Effectiveness Data and Information Set (HEDIS) tobacco metric "Number One", effective in FY 09;

(2) Note the patients' tobacco use in the record and state if counseling and/or referral were offered and accepted or declined by patient. This action is enforced by the HEDIS tobacco metrics "Number Two" and "Number Three" which are effective as of FY 10 and FY 11 respectively;

(3) All HEDIS measures shall be properly coded using current International Classification of Diseases and Related Health Problems 9 (ICD-9) codes in the patient's medical record. These codes relate directly to the Naval Hospital's Performance Based Budget (PBB) and are available in enclosure (3);

(4) Advise tobacco users of the risks associated with tobacco use and refer them, if amenable, to the Health Promotions Coordinator or other tobacco cessation resources; and

(5) Counsel all pregnant tobacco users on the risks of tobacco to the fetus.

e. Department Heads:

(1) Shall inform all NHTP and Branch Health Clinic military, civilian employees, contractors, patients and visitors of the NHTP tobacco use policy and the location of the designated tobacco use area located off the hospital-governed grounds;

(2) Inform prospective new employees of the Tobacco Free Campus policy during the interview and hiring process;

(3) Counsel (verbal and/or written), and when appropriate, discipline employees for failure to comply with the hospital policy. Day-to-day responsibility for implementation and compliance lies with supervisors; and

(4) Offer assistance to employees requesting tobacco cessation information and/or counseling by referring them to health promotion and wellness services.

f. TRICARE Service Center and central appointment staff shall:

(1) Include in any telephone hold message information all NHTP-governed services will be tobacco-free starting 1 January 2010, that the policy applies to all patients, employees and visitors and includes all tobacco or nicotine based products

(e.g. electronic cigarettes), including cigarettes, cigars, pipes and all forms of smokeless tobacco.

f. Director, Resource Management shall:

(1) Track and report monthly Tobacco Screening results based upon the BUMED Performance Base Budget (PBB) as provided by in reference (f) by BUMED (M3/5 and M8).

g. Facilities Management shall:

(1) Provide and maintain signs to support the NHTP Tobacco Free Campus policy.

h. Public Affairs Office shall:

(1) Provide information to proper media outlets regarding the implementation of a tobacco free campus for education of the community, visitors and other guests to NHTP governed property. Proper media outlets include but are not limited to community news papers, base and hospital cable TV systems and other forms of advertising available in the community.

i. NHTP HRO shall:

(1) Inform prospective and new staff of the NHTP Tobacco Free Campus policy when applying for positions via recruitment information, at interviews and at New Employee Orientation.

j. NHTP, Branch Health Clinics China Lake and Bridgeport tobacco program facilitators must report their tobacco program metrics semi-annually to Navy Marine Corps Public Health Center (NMCPHC) as per reference (e).

6. Applicability. This instruction applies to all NHTP and Branch Health Clinic military, civilian employees, contractors, patients and visitors. This instruction does not supersede other instructions or regulations where tobacco use is controlled because of fire, explosive, communicable disease or other safety considerations.

D. C. B. ALBIA