

Clinical : Public Health  
Proactive release : 23 January 2020

21 January 2020

9(2)(a)

E-mail: 9(2)(a)

Dear 9(2)(a)

### Official Information Act (1982) Request

I write in response to your Official Information Act request, received by us on 13 December 2019. You requested the following information:

**I am a PhD student at the Auckland University of Technology (AUT). Please supply the following information under the Official Information Act 1982 (OIA):**

1. **Smoke-free policies (tobacco) used by Counties Manukau DHB, between and including the years 2000 – 2019.**
2. **Policies related to smoking (tobacco) used by the former South Auckland CHE and Health and Hospital Services, between and including the years 1993-1999.**

As context for this response, Counties Manukau Health (CM Health) provides health and support services to people living in the Counties Manukau region (approx. 569,400 people), as well as regional and supra regional specialist services (Burns, Plastics and Orthopaedics). Our services are delivered via hospital, outpatient/ ambulatory and community-based models of care. We see more than 118,000 presentations at the Middlemore Hospital Emergency Department each year.

We can provide copies of the current policy and earlier versions of the document, since we moved to a Corporate Records repository in 2002. These are **attached**:

| policy versions | Policy development, review dates and publication of updates on the CM Health intranet   |
|-----------------|---|
| 1.              | <p><b>01/11/2019</b></p> <p>Review of policy – signed off by CM Board and ELT</p> <ul style="list-style-type: none"> <li>• This Review formally considered e-cigarette use on hospital sites in designated places.</li> </ul> <p>Extended review date,<br/>Update published on the intranet</p> |

| policy versions | Policy development, review dates and publication of updates on the CM Health intranet   |
|-----------------|---|
| 2.              | <b>30/08/2019</b><br>Update published on intranet   |
| 3.              | <b>21/10/2016</b><br>Update published on intranet   |
| 4.              | <b>22/05/2013</b><br>Update published on intranet   |
| 5.              | <b>28/05/2010</b><br>Update published on intranet   |
| 6.              | <b>05/11/2008</b><br>Update published on intranet<br><b>26/09/2008</b> <ul style="list-style-type: none"> <li>• Guideline: Management of Nicotine Dependence using Nicotine Replacement Therapy (NRT) for Patients and other Hospital Visitors who Smoke</li> </ul> |
| 7.              | <b>2005</b><br>Published on the intranet  |
| 8.              | <b>24/05/2004</b><br>Initial Policy Development   |

There is also public information on the CM Health website, notifying our community of the smoke free policy and access to living smoke free services, and national information from the Ministry of Health for the public and clinicians.

- <https://www.health.govt.nz/your-health/healthy-living/addictions/smoking>

Prior to the document repository establishment, and the requirements of the Public Records Act, it is not possible for us to systematically retrieve documents from physical archive systems. We have asked our Living Smoke Free Service to complete a search of their archives, but this has not found any earlier versions of Policy.

We are therefore declining this part of your request (for policy documents from 1993-1999), under section 18(e) of the Act – *a document containing the information does not exist or cannot be found.*

However, we note that since the District Health Board was established in 2000, CM Health has complied with all NZ legislative requirements related to smoke free environments, and prior that in accordance with the Smoke Free Environments Act and Health & Safety in Employment Act.

All our buildings and grounds are now designated totally smoke free. However, this has occurred as process of change since the early 2000's, acknowledging particular scenarios that were allowed under the legislation.

Prior to the 2000's, anecdotal recollection is that the CHE – called South Auckland Health, allowed smoking on hospital grounds, but not any internal facilities, including wards, offices, foyers, balconies and entrances, or in hospital vehicles. There was some discretion by staff for patients smoking in a hospital foyer. Although recognising there was an inconsistency in health messages, staff felt this was a pragmatic solution.

In the early 2000's (up to 2004), while the majority of hospital indoor areas were considered smoke free from the 1990's, there were exceptions made. These arrangements were that that hospitals could choose to provide one or more dedicated smoking room(s) for patients or residents of the facility. These dedicated rooms were solely for smoking - with ventilation systems and 'all reasonably practicable steps' taken to minimise the escape of smoke. Only patients who smoked were expected to use these designated spaces, not employees and visitors. Smoke Free policy implementation and policy was managed by the Occupational Health and Safety services.

After 2005, the only remaining area with a designated indoor space for smoking was the mental health service. In 2012, the CM Health acute mental health unit became totally 'smoke free' environment, with support for service users and clinicians/ employees working in the unit, and no longer provided a smoking space. A copy of the current procedure document is **attached**.

Please contact us if you require further information, and our Living Smoke Free service will do their best to provide assistance.

I trust this information satisfactorily answers your query. If you are not satisfied with this response you are entitled to seek a review of the response by the Ombudsman under section 28(3) of the Official Information Act.

Please note that this response or an edited version of this may be published on the Counties Manukau DHB website.

Yours sincerely,



Fepulea'i Margie Apa  
Chief Executive Officer  
**Counties Manukau Health**

## Policy: Smokefree

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### Purpose

The purpose of this policy is to outline Counties Manukau Health's expectations regarding:

- The health and safety of all individuals within Counties Manukau Health premises and environments;
- Compliance with the Smoke-free Environments Act 1990 and Amendments 2003 and the Health & Safety in Employment Act (HSEA) 1992 and Amendments 2002; and
- Reduction in smoking rates among staff and the community, in accordance with the New Zealand Government goal for a Smokefree Aotearoa 2025 and Counties Manukau Health's commitment to a Smokefree Counties Manukau by 2025.

**Counties Manukau Health is required to ensure that no person smokes at any time in the workplace. As part of its wider role in promoting health and wellbeing, Counties Manukau Health has a responsibility to encourage and support patients and staff not to smoke.**

### Scope

This policy is applicable to all Counties Manukau Health employees, patients and whaanau, visitors, volunteers, contractors and all others accessing Counties Manukau Health grounds and facilities. It applies to all buildings, grounds and vehicles owned or occupied by Counties Manukau Health, including business and social venues.

### Policy

Counties Manukau Health buildings, sites, grounds, offices and vehicles are completely smokefree. Staff cannot smoke on site or where services to patients are being provided off-site (e.g. home visits, community based clinics) or wherever staff are representing Counties Manukau Health.

### Smokefree Environment

All Counties Manukau Health sites are smokefree. No smoking is permitted by anyone **inside** Counties Manukau Health buildings, vehicles and offices, including in any buildings leased by Counties Manukau Health.

Staff, patients and whaanau, and visitors may NOT smoke in **external** areas on any site owned by Counties Manukau Health or controlled by them under a lease arrangement. They must leave the site if they wish to smoke. On-site includes boundary fences, gardens and entrances to sites.

|                         |                               |                    |            |
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| Document ID:            | A5746                         | CMH Revision No:   | 4.2        |
| Service :               | Smokefree                     | Last Review Date : | 08/07/2019 |
| Document Owner:         | Programme Manager - Smokefree | Next Review Date:  | 30/06/2020 |
| Approved by:            | Smokefree Committee           | Date First Issued: | 20/09/2007 |
| Counties Manukau Health |                               |                    |            |

## Smokefree Policy

At the point of employment and during orientation, staff will be informed of the smokefree policy and support programmes offered to assist staff who smoke. Staff who wish to smoke off-site should not be identifiable as Counties Manukau Health staff by their uniforms or name tags, or any other form of identification.

### Tobacco Products

**NO** tobacco products may be sold on any Counties Manukau Health premises. No staff member or volunteer will accept gifts or donations of tobacco products from organisations or charities. Staff may not purchase tobacco products on behalf of patients or supply tobacco products including oral tobacco, to patients.

E- Cigarettes are not to be used on Counties Manukau Health premises in line with Ministry of Health Advice On E- Cigarettes.

### Smokefree Mental Health Services

Mental Health Services also seek to maintain and promote a smokefree environment at all times within Tiaho Mai, in accordance with this policy. This is more fully described in the Smokefree Tiaho Mai Procedure.

### Staff Support

Staff are encouraged to attend the 'Smokefree Best Practice' training offered through the Learning and Development Unit to assist them to support all patients who are smokers during hospitalisation, as well as whaanau and visitors where appropriate.

Counties Manukau Health is a significant employer within the Counties Manukau community, and as a leader in the drive to achieve a Smokefree Counties Manukau by 2025, the organisation actively encourages a smokefree workforce, and prioritises smokefree support for staff.

For staff who smoke:

- Nicotine Replacement Therapy (NRT) quit cards are provided by the Living Smokefree Service in order to help staff manage nicotine dependence while working at Counties Manukau Health or to make a Quit attempt. NRT is heavily subsidised with a quit card. Also, free NRT is made available through Living Smokefree Service.

For staff who want to quit smoking:

- Stop smoking support is offered by the Living Smokefree Service and the Occupational Health and Safety Service. This service is free to Counties Manukau Health staff. Staff are able to receive this help in work time subject to reasonable operational / staffing requirements.

The Living Smokefree Service will endeavour to explore new and innovative opportunities to assist staff to manage their smoking during work hours, to reduce their smoking and/or to stop wherever possible. The Living Smokefree Service can be contacted via Southnet, by emailing [smokefree@middlemore.co.nz](mailto:smokefree@middlemore.co.nz) or by phoning extension 6094 (0800 569 568).

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## Staff Non-Compliance

For breaches of the Smokefree Policy, managers will discuss and address non-compliance with their staff member(s) and may do so in accordance with the CMDHB Code of Conduct and the Discipline and Dismissal Policy. This process will be supported by the relevant Human Resource Manager.

Where Security and/or other staff observe staff breaching the Smokefree Policy, they may reasonably remind the staff member of the organisation's policy, and request the name and area of work of the staff member. This information may be reported to the staff members' supervising manager. Refusal to cooperate with this process may be considered non-compliance with the Code of Conduct and treated appropriately.

## Clinical Staff and Patient Care

Staff who are responsible for patient care are also encouraged to ensure the Smokefree Policy is discussed with patients on admission to hospital or presentation to clinics. Clinical staff are to identify people patients who smoke and advise patients of appropriate alternatives and support during their hospitalisation such as nicotine replacement therapy (NRT) and referral to the inpatient smoking cessation specialist and/or community cessation provider as appropriate.

Although staff cannot force a patient / client to stop smoking outside, staff should not actively facilitate or assist patients / clients to smoke on the hospital grounds and not escort any patient/client for the purpose of smoking) but should instead offer support and NRT. Where the primary concern is for patient safety this should be handled as such but without promoting smoking as a solution.

The Living Smokefree Service can provide guidance for staff and management on broaching this issue.

## Patient Support

Counties Manukau Health offers support for those patients who wish to quit smoking including:

- Inpatients from all Counties Manukau Health hospitals
- Outpatients who have been referred from a Counties Manukau Health hospital or clinic

Such patients can be referred to the Living Smokefree Service on the Smokefree webpages via Southnet, by emailing [smokefree@middlemore.co.nz](mailto:smokefree@middlemore.co.nz), or on extension 6094 (0800 569 568)). People referred to the Living Smokefree Service will be offered subsidised medication, support during their hospital admission as required, and follow up treatment post discharge. Alternatively, patients may be referred to the patient's GP or other services in the PHO and the Quitline (0800 778 778) (national service)

Patients who require support for temporary abstinence of nicotine while hospitalised will be offered NRT, which will be charted on the patient's medication chart as part of their patient care management plan. See the Management of Nicotine Dependence Guideline and the accompanying Management of the Nicotine Dependent Patient Flowchart.

## Patient and Visitor Non-Compliance

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| <b>Counties Manukau Health</b> |                               |                           |            |

## Smokefree Policy

Security Staff will inform and assist with the enforcement of the Counties Manukau Health Smokefree Policy. However, it is the responsibility of all staff to inform other staff, patients and visitors who are found to be smoking on-site that Counties Manukau Health is smokefree at all times.

For the purposes of clarity, the Counties Manukau Health property boundary along Hospital Road includes up to the railway station, which includes the grass banks beside the railway line, and the Western Campus staff car park within the fence line along Orakau Road. The railway station, under responsibility of Auckland Transport, is also completely smokefree.

### Support for Visitors

Parents of children who are admitted to Kidz First can be offered NRT for the duration of the child's / children's hospitalisation. All other visitors can be directed to local or regional services, or to the Quitline. For further information on these services contact the Living Smokefree Service.

**Living Smokefree Service General Enquiries – ext 6094 or 0800 569 568**

### Health Promotion and Education

Health promotion is a strong focus of the Counties Manukau Health vision. As well as promoting smokefree throughout Counties Manukau Health, the Living Smokefree Service will provide appropriate smokefree promotion within the community to inform them of the Smokefree Policy. Information on the Living Smokefree Service and community-based smokefree services will be made available by all Counties Manukau Health services for patients, staff and all others who may benefit from it.

### Staff Exposure to Second-Hand Smoke

Staff who are exposed to second hand smoke whilst on duty are encouraged to complete an Incident form and may report any concerns or issues regarding second hand smoking to the Living Smokefree Service who will follow through in accordance with Incident Process and Resolution Policy and Procedures.

Occupational exposure to second-hand smoke (SHS) is a proven health hazard and staff are entitled to take steps to minimise their exposure, in line with the existing Community/Home-based Visiting Policy. Staff may reasonably request that patients do not smoke whilst receiving care in their own or residential care premises. If staff cannot resolve this issue with clients themselves, they should seek support or advice from their line manager.

### Complaints

Staff concerns relating to staff or others smoking can be documented on the Incidents Form and processed in accordance with Incident Process and Resolution Policy and Procedures.

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## Smokefree Policy

Complaints about smoking from patients and / or visitors can be made to the Complaints Line on 277-1667 or extension 3667, or can be in writing or electronically (either by letter, in a happy/unhappy form, or via the Counties Manukau Health website).

### Smokefree Systems

Counties Manukau Health is committed to a 'whole of systems' approach to Smokefree, and to ensuring that:

- Smoke-exposed patients are identified and offered NRT to manage their addiction;
- All front-line health staff are offered training in effective brief interventions for smoking cessation;
- Patients who are smokers receive frequent and brief interventions for smoking cessation; and
- A smoking cessation service is available to support patients and staff

Released under Official Information Act - ref 12122019 - Davies

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## Definitions

Terms and abbreviations used in this document are described below:

| Term/Abbreviation | Description   |
|-------------------|---|
| NRT               | Nicotine Replacement Therapy  |
| Quit Card         | Exchange card for subsidised NRT<br>1 quit card = 12 weeks of NRT (can include up to 3 products)<br>Cost:<br>\$5 per product (as of 01/01/13) |

## Associated Documents

Other documents relevant to this guideline are listed below:

|                       |   |
|-----------------------|---|
| <b>NZ Legislation</b> | <ul style="list-style-type: none"> <li>Smokefree Environments Act (1990) and Amendments (2003)</li> <li>Health &amp; Safety in Employment Act (HSEA) (1992) and Amendments (2002)</li> </ul>  |
| <b>NZ Standards</b>   | <p>The New Zealand Guidelines for Helping People to Stop Smoking (MOH, 2014)</p> <p><a href="http://www.health.govt.nz/publication/new-zealand-guidelines-helping-people-stop-smoking">http://www.health.govt.nz/publication/new-zealand-guidelines-helping-people-stop-smoking</a></p> |

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|   |   |
|---|---|
| <b>Organisational Policies, Procedures, Protocols or Guidelines</b> | <p><a href="#">Nicotine replacement therapy - Standing Order</a></p> <p><a href="#">Standing Orders for Nicotine Replacement Therapy Workbook</a> (Available at Ko Awatea Learn)</p> <p><a href="#">Management of Nicotine Dependence in Patients Who Smoke -Guideline</a></p> <p><a href="#">Smokefree Tiaho Mai - Procedure</a></p> <p>Discipline and Dismissal Policy<br/><a href="http://cmdhbdocuments/docsdire/pendocument.aspx?id=A5704">http://cmdhbdocuments/docsdire/pendocument.aspx?id=A5704</a></p> <p>Dress Code Policy<br/><a href="http://cmdhbdocuments/docsdire/pendocument.aspx?id=A5705">http://cmdhbdocuments/docsdire/pendocument.aspx?id=A5705</a></p> |
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## Policy: Smokefree

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## Patient and Visitor Non-Compliance

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**Living Smokefree Service General Enquiries – ext 6094 or 0800 569 568**

#### Health Promotion and Education

Health promotion is a strong focus of the Counties Manukau Health vision. As well as promoting smokefree throughout Counties Manukau Health, the Living Smokefree Service will provide appropriate smokefree promotion within the community to inform them of the Smokefree Policy. Information on the Living Smokefree Service and community-based smokefree services will be made available by all Counties Manukau Health services for patients, staff and all others who may benefit from it.

#### Staff Exposure to Second-Hand Smoke

Staff who are exposed to second hand smoke whilst on duty are encouraged to complete an Incident form and may report any concerns or issues regarding second hand smoking to the Living Smokefree Service who will follow through in accordance with Incident Process and Resolution Policy and Procedures.

Occupational exposure to second-hand smoke (SHS) is a proven health hazard and staff are entitled to take steps to minimise their exposure, in line with the existing Community/Home-based Visiting Policy. Staff may reasonably request that patients do not smoke whilst receiving care in their own or residential care premises. If staff cannot resolve this issue with clients themselves, they should seek support or advice from their line manager.

#### Complaints

Staff concerns relating to staff or others smoking can be documented on the Incidents Form and processed in accordance with Incident Process and Resolution Policy and Procedures.

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| <b>Document ID:</b>            | A5746                         | <b>CMH Revision No:</b>   | 4.1        |
| <b>Service :</b>               | Smokefree                     | <b>Last Review Date :</b> | 08/07/2019 |
| <b>Document Owner:</b>         | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 31/01/2020 |
| <b>Approved by:</b>            | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau Health</b> |                               |                           |            |

## Smokefree Policy

Complaints about smoking from patients and / or visitors can be made to the Complaints Line on 277-1667 or extension 3667, or can be in writing or electronically (either by letter, in a happy/unhappy form, or via the Counties Manukau Health website).

### Smokefree Systems

Counties Manukau Health is committed to a 'whole of systems' approach to Smokefree, and to ensuring that:

- Smoke-exposed patients are identified and offered NRT to manage their addiction;
- All front-line health staff are offered training in effective brief interventions for smoking cessation;
- Patients who are smokers receive frequent and brief interventions for smoking cessation; and
- A smoking cessation service is available to support patients and staff

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| <b>Document ID:</b>            | A5746                         | <b>CMH Revision No:</b>   | 4.1        |
| <b>Service :</b>               | Smokefree                     | <b>Last Review Date :</b> | 08/07/2019 |
| <b>Document Owner:</b>         | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 31/01/2020 |
| <b>Approved by:</b>            | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau Health</b> |                               |                           |            |

## Definitions

Terms and abbreviations used in this document are described below:

| Term/Abbreviation | Description   |
|-------------------|---|
| NRT               | Nicotine Replacement Therapy  |
| Quit Card         | Exchange card for subsidised NRT<br>1 quit card = 12 weeks of NRT (can include up to 3 products)<br>Cost:<br>\$5 per product (as of 01/01/13) |

## Associated Documents

Other documents relevant to this guideline are listed below:

|                       |   |
|-----------------------|---|
| <b>NZ Legislation</b> | <ul style="list-style-type: none"> <li>Smokefree Environments Act (1990) and Amendments (2003)</li> <li>Health &amp; Safety in Employment Act (HSEA) (1992) and Amendments (2002)</li> </ul>  |
| <b>NZ Standards</b>   | <p>The New Zealand Guidelines for Helping People to Stop Smoking (MOH, 2014)</p> <p><a href="http://www.health.govt.nz/publication/new-zealand-guidelines-helping-people-stop-smoking">http://www.health.govt.nz/publication/new-zealand-guidelines-helping-people-stop-smoking</a></p> |

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| <b>Document ID:</b>            | A5746                         | <b>CMH Revision No:</b>   | 4.1        |
| <b>Service :</b>               | Smokefree                     | <b>Last Review Date :</b> | 08/07/2019 |
| <b>Document Owner:</b>         | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 31/01/2020 |
| <b>Approved by:</b>            | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau Health</b> |                               |                           |            |

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|---|---|
| <b>Organisational Policies, Procedures, Protocols or Guidelines</b> | <p><a href="#">Nicotine replacement therapy - Standing Order</a></p> <p><a href="#">Standing Orders for Nicotine Replacement Therapy Workbook</a> (Available at Ko Awatea Learn)</p> <p><a href="#">Management of Nicotine Dependence in Patients Who Smoke -Guideline</a></p> <p><a href="#">Smokefree Tiaho Mai - Procedure</a></p> <p>Discipline and Dismissal Policy<br/><a href="http://cmdhbdocuments/docsdirendocument.aspx?id=A5704">http://cmdhbdocuments/docsdirendocument.aspx?id=A5704</a></p> <p>Dress Code Policy<br/><a href="http://cmdhbdocuments/docsdirendocument.aspx?id=A5705">http://cmdhbdocuments/docsdirendocument.aspx?id=A5705</a></p> |
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|--------------------------------|-------------------------------|---------------------------|------------|
| <b>Document ID:</b>            | A5746                         | <b>CMH Revision No:</b>   | 4.1        |
| <b>Service :</b>               | Smokefree                     | <b>Last Review Date :</b> | 08/07/2019 |
| <b>Document Owner:</b>         | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 31/01/2020 |
| <b>Approved by:</b>            | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau Health</b> |                               |                           |            |

## Policy: Smokefree

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### Purpose

The purpose of this policy is to outline Counties Manukau Health's expectations regarding:

- The health and safety of all individuals within Counties Manukau Health premises and environments;
- Compliance with the Smoke-free Environments Act 1990 and Amendments 2003 and the Health & Safety in Employment Act (HSEA) 1992 and Amendments 2002; and
- Reduction in smoking rates among staff and the community, in accordance with the New Zealand Government goal for a Smokefree Aotearoa 2025 and Counties Manukau Health's commitment to a Smokefree Counties Manukau by 2025.

**Counties Manukau Health is required to ensure that no person smokes at any time in the workplace. As part of its wider role in promoting health and wellbeing, Counties Manukau Health has a responsibility to encourage and support patients and staff not to smoke.**

### Scope

This policy is applicable to all Counties Manukau Health employees, patients and whaanau, visitors, volunteers, contractors and all others accessing Counties Manukau Health grounds and facilities. It applies to all buildings, grounds and vehicles owned or occupied by Counties Manukau Health, including business and social venues.

### Policy

Counties Manukau Health buildings, sites, grounds, offices and vehicles are completely smokefree. Staff cannot smoke on site or where services to patients are being provided off-site (e.g. home visits, community based clinics) or wherever staff are representing Counties Manukau Health.

### Smokefree Environment

All Counties Manukau Health sites are smokefree. No smoking is permitted by anyone **inside** Counties Manukau Health buildings, vehicles and offices, including in any buildings leased by Counties Manukau Health.

Staff, patients and whaanau, and visitors may NOT smoke in **external** areas on any site owned by Counties Manukau Health or controlled by them under a lease arrangement. They must leave the site if they wish to smoke. On-site includes boundary fences, gardens and entrances to sites.

|   |                               |                           |            |
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| <b>Policy Number:</b>                         | A5746                         | <b>Version:</b>           | 4.0        |
| <b>Service:</b>                               | Smokefree Service             | <b>Last Updated:</b>      | 30/03/2016 |
| <b>Document Owner:</b>                        | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 01/04/2017 |
| <b>Approved By:</b>                           | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                               |                           |            |

## Smokefree Policy

At the point of employment and during orientation, staff will be informed of the smokefree policy and support programmes offered to assist staff who smoke. Staff who wish to smoke off-site should not be identifiable as Counties Manukau Health staff by their uniforms or name tags, or any other form of identification.

### Tobacco Products

**NO** tobacco products may be sold on any Counties Manukau Health premises. No staff member or volunteer will accept gifts or donations of tobacco products from organisations or charities. Staff may not purchase tobacco products on behalf of patients or supply tobacco products including oral tobacco, to patients.

E- Cigarettes are not to be used on Counties Manukau Health premises in line with Ministry of Health Advice On E- Cigarettes.

### Smokefree Mental Health Services

Mental Health Services also seek to maintain and promote a smokefree environment at all times within Tiaho Mai, in accordance with this policy. This is more fully described in the Smokefree Tiaho Mai Procedure.

### Staff Support

Staff are encouraged to attend the 'Smokefree Best Practice' training offered through the Learning and Development Unit to assist them to support all patients who are smokers during hospitalisation, as well as whaanau and visitors where appropriate.

Counties Manukau Health is a significant employer within the Counties Manukau community, and as a leader in the drive to achieve a Smokefree Counties Manukau by 2025, the organisation actively encourages a smokefree workforce, and prioritises smokefree support for staff.

For staff who smoke:

- Nicotine Replacement Therapy (NRT) quit cards are provided by the Living Smokefree Service in order to help staff manage nicotine dependence while working at Counties Manukau Health or to make a Quit attempt. NRT is heavily subsidised with a quit card. Also, free NRT is made available through Living Smokefree Service.

For staff who want to quit smoking:

- Stop smoking support is offered by the Living Smokefree Service and the Occupational Health and Safety Service. This service is free to Counties Manukau Health staff. Staff are able to receive this help in work time subject to reasonable operational / staffing requirements.

The Living Smokefree Service will endeavour to explore new and innovative opportunities to assist staff to manage their smoking during work hours, to reduce their smoking and/or to stop wherever possible. The Living Smokefree Service can be contacted via Southnet, by emailing [smokefree@middlemore.co.nz](mailto:smokefree@middlemore.co.nz) or by phoning extension 6094 (0800 569 568).

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| <b>Document Owner:</b>                        | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 01/04/2017 |
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| <b>Counties Manukau District Health Board</b> |                               |                           |            |

## Staff Non-Compliance

For breaches of the Smokefree Policy, managers will discuss and address non-compliance with their staff member(s) and may do so in accordance with the CMDHB Code of Conduct and the Discipline and Dismissal Policy. This process will be supported by the relevant Human Resource Manager.

Where Security and/or other staff observe staff breaching the Smokefree Policy, they may reasonably remind the staff member of the organisation's policy, and request the name and area of work of the staff member. This information may be reported to the staff members' supervising manager. Refusal to cooperate with this process may be considered non-compliance with the Code of Conduct and treated appropriately.

## Clinical Staff and Patient Care

Staff who are responsible for patient care are also encouraged to ensure the Smokefree Policy is discussed with patients on admission to hospital or presentation to clinics. Clinical staff are to identify people patients who smoke and advise patients of appropriate alternatives and support during their hospitalisation such as nicotine replacement therapy (NRT) and referral to the inpatient smoking cessation specialist and/or community cessation provider as appropriate.

Although staff cannot force a patient / client to stop smoking outside, staff should not actively facilitate or assist patients / clients to smoke on the hospital grounds and not escort any patient/client for the purpose of smoking) but should instead offer support and NRT. Where the primary concern is for patient safety this should be handled as such but without promoting smoking as a solution.

The Living Smokefree Service can provide guidance for staff and management on broaching this issue.

## Patient Support

Counties Manukau Health offers support for those patients who wish to quit smoking including:

- Inpatients from all Counties Manukau Health hospitals
- Outpatients who have been referred from a Counties Manukau Health hospital or clinic

Such patients can be referred to the Living Smokefree Service on the Smokefree webpages via Southnet, by emailing [smokefree@middlemore.co.nz](mailto:smokefree@middlemore.co.nz), or on extension 6094 (0800 569 568)). People referred to the Living Smokefree Service will be offered subsidised medication, support during their hospital admission as required, and follow up treatment post discharge. Alternatively, patients may be referred to the patient's GP or other services in the PHO and the Quitline (0800 778 778) (national service)

Patients who require support for temporary abstinence of nicotine while hospitalised will be offered NRT, which will be charted on the patient's medication chart as part of their patient care management plan. See the Management of Nicotine Dependence Guideline and the accompanying Management of the Nicotine Dependent Patient Flowchart.

## Patient and Visitor Non-Compliance

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| <b>Service:</b>                               | Smokefree Service             | <b>Last Updated:</b>      | 30/03/2016 |
| <b>Document Owner:</b>                        | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 01/04/2017 |
| <b>Approved By:</b>                           | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                               |                           |            |

#### Smokefree Policy

Security Staff will inform and assist with the enforcement of the Counties Manukau Health Smokefree Policy. However, it is the responsibility of all staff to inform other staff, patients and visitors who are found to be smoking on-site that Counties Manukau Health is smokefree at all times.

For the purposes of clarity, the Counties Manukau Health property boundary along Hospital Road includes up to the railway station, which includes the grass banks beside the railway line, and the Western Campus staff car park within the fence line along Orakau Road. The railway station, under responsibility of Auckland Transport, is also completely smokefree.

#### Support for Visitors

Parents of children who are admitted to Kidz First can be offered NRT for the duration of the child's / children's hospitalisation. All other visitors can be directed to local or regional services, or to the Quitline. For further information on these services contact the Living Smokefree Service.

**Living Smokefree Service General Enquiries – ext 6094 or 0800 569 568**

#### Health Promotion and Education

Health promotion is a strong focus of the Counties Manukau Health vision. As well as promoting smokefree throughout Counties Manukau Health, the Living Smokefree Service will provide appropriate smokefree promotion within the community to inform them of the Smokefree Policy. Information on the Living Smokefree Service and community-based smokefree services will be made available by all Counties Manukau Health services for patients, staff and all others who may benefit from it.

#### Staff Exposure to Second-Hand Smoke

Staff who are exposed to second hand smoke whilst on duty are encouraged to complete an Incident form and may report any concerns or issues regarding second hand smoking to the Living Smokefree Service who will follow through in accordance with Incident Process and Resolution Policy and Procedures.

Occupational exposure to second-hand smoke (SHS) is a proven health hazard and staff are entitled to take steps to minimise their exposure, in line with the existing Community/Home-based Visiting Policy. Staff may reasonably request that patients do not smoke whilst receiving care in their own or residential care premises. If staff cannot resolve this issue with clients themselves, they should seek support or advice from their line manager.

#### Complaints

Staff concerns relating to staff or others smoking can be documented on the Incidents Form and processed in accordance with Incident Process and Resolution Policy and Procedures.

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| <b>Document Owner:</b>                        | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 01/04/2017 |
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| <b>Counties Manukau District Health Board</b> |                               |                           |            |

## Smokefree Policy

Complaints about smoking from patients and / or visitors can be made to the Complaints Line on 277-1667 or extension 3667, or can be in writing or electronically (either by letter, in a happy/unhappy form, or via the Counties Manukau Health website).

### Smokefree Systems

Counties Manukau Health is committed to a 'whole of systems' approach to Smokefree, and to ensuring that:

- Smoke-exposed patients are identified and offered NRT to manage their addiction;
- All front-line health staff are offered training in effective brief interventions for smoking cessation;
- Patients who are smokers receive frequent and brief interventions for smoking cessation; and
- A smoking cessation service is available to support patients and staff

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| <b>Policy Number:</b>                         | A5746                         | <b>Version:</b>           | 4.0        |
| <b>Service:</b>                               | Smokefree Service             | <b>Last Updated:</b>      | 30/03/2016 |
| <b>Document Owner:</b>                        | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 01/04/2017 |
| <b>Approved By:</b>                           | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                               |                           |            |

## Definitions

Terms and abbreviations used in this document are described below:

| Term/Abbreviation | Description   |
|-------------------|---|
| NRT               | Nicotine Replacement Therapy  |
| Quit Card         | Exchange card for subsidised NRT<br>1 quit card = 12 weeks of NRT (can include up to 3 products)<br>Cost:<br>\$5 per product (as of 01/01/13) |

## Associated Documents

Other documents relevant to this guideline are listed below:

|                       |   |
|-----------------------|---|
| <b>NZ Legislation</b> | <ul style="list-style-type: none"> <li>Smokefree Environments Act (1990) and Amendments (2003)</li> <li>Health &amp; Safety in Employment Act (HSEA) (1992) and Amendments (2002)</li> </ul>  |
| <b>NZ Standards</b>   | <p>The New Zealand Guidelines for Helping People to Stop Smoking (MOH, 2014)</p> <p><a href="http://www.health.govt.nz/publication/new-zealand-guidelines-helping-people-stop-smoking">http://www.health.govt.nz/publication/new-zealand-guidelines-helping-people-stop-smoking</a></p> |

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| <b>Approved By:</b>                           | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
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| <b>Document Owner:</b>                        | Programme Manager - Smokefree | <b>Next Review Date:</b>  | 01/04/2017 |
| <b>Approved By:</b>                           | Smokefree Committee           | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                               |                           |            |

## Policy: Smokefree

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### Purpose

The purpose of this policy is to outline Counties Manukau Health's expectations regarding:

- The health and safety of all individuals within Counties Manukau Health premises and environments;
- Compliance with the Smoke-free Environments Act 1990 and Amendments 2003 and the Health & Safety in Employment Act (HSEA) 1992 and Amendments 2002; and
- Reduction in smoking rates among staff and the community, in accordance with the New Zealand Government goal for a Smokefree Aotearoa 2025 and Counties Manukau Health's commitment to a Smokefree Counties Manukau by 2025.

**Counties Manukau Health is required to ensure that no person smokes at any time in the workplace. As part of its wider role in promoting health and wellbeing, Counties Manukau Health has a responsibility to encourage and support patients and staff not to smoke.**

### Scope

This policy is applicable to all Counties Manukau Health employees, patients and whaanau, visitors, volunteers, contractors and all others accessing Counties Manukau Health grounds and facilities. It applies to all buildings, grounds and vehicles owned or occupied by Counties Manukau Health, including business and social venues.

### Policy

Counties Manukau Health buildings, sites, grounds, offices and vehicles are completely smokefree. Staff cannot smoke on site or where services to patients are being provided off-site (e.g. home visits, community based clinics) or wherever staff are representing Counties Manukau Health.

### Smokefree Environment

All Counties Manukau Health sites are smokefree. No smoking is permitted by anyone **inside** Counties Manukau Health buildings, vehicles and offices, including in any buildings leased by Counties Manukau Health.

Staff, patients and whaanau, and visitors may NOT smoke in **external** areas on any site owned by Counties Manukau Health or controlled by them under a lease arrangement. They must leave the site if they wish to smoke. On-site includes boundary fences, gardens and entrances to sites.

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| <b>Policy Number:</b>                         | A5746                       | <b>Version:</b>           | 3.0        |
| <b>Department:</b>                            | Smokefree Department        | <b>Last Updated:</b>      | 22/05/2013 |
| <b>Document Owner:</b>                        | Smokefree Programme Manager | <b>Next Review Date:</b>  | 28/03/2014 |
| <b>Approved By:</b>                           | Hospital Management Team    | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                             |                           |            |

## Smokefree Policy

At the point of employment and during orientation, staff will be informed of the smokefree policy and support programmes offered to assist staff who smoke. Staff who wish to smoke off-site should not be identifiable as Counties Manukau Health staff by their uniforms or name tags, or any other form of identification.

### Tobacco Products

**NO** tobacco products may be sold on any Counties Manukau DHB premises. No staff member or volunteer will accept gifts or donations of tobacco products from organisations or charities. Staff may not purchase tobacco products on behalf of patients or supply tobacco products including oral tobacco, to patients.

### Smokefree Mental Health Services

Mental Health Services also seek to maintain and promote a smokefree environment at all times within Tiaho Mai, in accordance with this policy. This is more fully described in the Smokefree Tiaho Mai Procedure.

### Smokefree Ambassadors

Counties Manukau Health Smokefree Ambassadors are part of the Smokefree Service based at Middlemore Hospital. Their role is:

1. To raise awareness of smokefree environments with Counties Manukau Health staff, patients and visitors
2. To support the role of all staff and management in enforcing the smokefree policy
3. To ensure a smokefree environment in and around all Counties Manukau Health buildings and grounds. Currently this is focused on Middlemore Hospital, but in future may extend to other sites including Manukau Super Clinic, Papakura and Pukekohe maternity units, Botany Downs Super Clinic, Spinal Unit and all other Counties Manukau Health services.

The Smokefree Ambassadors record all incidents and contacts with people who are found smoking and report all relevant information directly to the Team Leader, Customer Service. Where this involves staff, the appropriate manager will follow through with the appropriate actions.

### Staff Support

Staff are encouraged to attend the 'Smokefree Best Practice' training offered through the Learning and Development Unit to assist them to support all patients who are smokers during hospitalisation, as well as whaanau and visitors where appropriate.

Counties Manukau Health is a significant employer within the Counties Manukau community, and as a leader in the drive to achieve a Smokefree Counties Manukau by 2025, the organisation actively encourages a smokefree workforce, and prioritises smokefree support for staff.

For staff who smoke:

|   |                             |                           |            |
|---|-----------------------------|---------------------------|------------|
| <b>Policy Number:</b>                         | A5746                       | <b>Version:</b>           | 3.0        |
| <b>Department:</b>                            | Smokefree Department        | <b>Last Updated:</b>      | 22/05/2013 |
| <b>Document Owner:</b>                        | Smokefree Programme Manager | <b>Next Review Date:</b>  | 28/03/2014 |
| <b>Approved By:</b>                           | Hospital Management Team    | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                             |                           |            |

## Smokefree Policy

- Nicotine Replacement Therapy (NRT) quit cards are provided by the Living Smokefree Service in order to help staff manage nicotine dependence while working at Counties Manukau Health or to make a Quit attempt. NRT is heavily subsidised with a quit card.

For staff who want to quit smoking:

- Quit support is offered by the Living Smokefree Service and the Occupational Health and Safety Service. This service is free to Counties Manukau Health staff. Staff are able to receive this help in work time subject to reasonable operational / staffing requirements.

The Living Smokefree Service will endeavour to explore new and innovative opportunities to assist staff to manage their smoking during work hours, to reduce their smoking and/or to Quit wherever possible. The Living Smokefree Service can be contacted via Southnet, by emailing [smokefree@middlemore.co.nz](mailto:smokefree@middlemore.co.nz) or by phoning extension 6094 (09 259 3894).

### Staff Non-Compliance

For breaches of the Smokefree Policy, managers will discuss and address non-compliance with their staff member(s) and may do so in accordance with the CMDHB Code of Conduct and the Discipline and Dismissal Policy. This process will be supported by the relevant Human Resource Manager.

Where Security, the Smokefree Ambassadors, and/or other staff observe staff breaching the Smokefree Policy, they may reasonably remind the staff member of the organisation's policy, and request the name and area of work of the staff member. This information may be reported to the staff members' supervising manager. Refusal to cooperate with this process may be considered non-compliance with the Code of Conduct and treated appropriately.

### Clinical Staff and Patient Care

Staff who are responsible for patient care are also encouraged to ensure the Smokefree Policy is discussed with patients on admission to hospital or presentation to clinics. Clinical staff are to identify people patients who smoke and advise patients of appropriate alternatives and support during their hospitalisation such as nicotine replacement therapy (NRT) and referral to the inpatient smoking cessation specialist and/or community cessation provider as appropriate.

Although staff cannot force a patient / client to stop smoking outside, staff should not actively facilitate or assist patients / clients to smoke on the hospital grounds and not escort any patient/client for the purpose of smoking) but should instead offer support and NRT. Where the primary concern is for patient safety this should be handled as such but without promoting smoking as a solution.

The Living Smokefree Service can provide guidance for staff and management on broaching this issue.

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|---|-----------------------------|---------------------------|------------|
| <b>Policy Number:</b>                         | A5746                       | <b>Version:</b>           | 3.0        |
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| <b>Document Owner:</b>                        | Smokefree Programme Manager | <b>Next Review Date:</b>  | 28/03/2014 |
| <b>Approved By:</b>                           | Hospital Management Team    | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                             |                           |            |

## Patient Support

Counties Manukau Health offers support for those patients who wish to quit smoking including:

- Inpatients from all Counties Manukau Health hospitals
- Outpatients who have been referred from a Counties Manukau Health hospital or clinic

Such patients can be referred to the Living Smokefree Service on the Smokefree webpages via Southnet, by emailing [smokefree@middlemore.co.nz](mailto:smokefree@middlemore.co.nz), or on extension 6094 (259 3894). People referred to the Living Smokefree Service will be offered subsidised medication, support during their hospital admission as required, and follow up treatment post discharge. Alternatively, patients may be referred to one of the network of local and national cessation providers working in partnership with the DHB, which include:

- Mangopare Smokefree Service, Raukura Hauora O Tainui (0800 000 234 or 09 263 8040)
- Aukati Kaipapa, Raukura Hauora O Tainui (09 263 8040)
- Smoking Cessation in Pregnancy Programme, Mangere Community Health Trust (09 255 0618)
- Pasifika Smokefree Service, South Seas Health Care Trust (09 250 5757)
- East Health Trust PHO (Group Support) (09 538 0599)
- the patient's GP or other services in the PHO
- the Quitline (0800 778 778) (national service)

Patients who require support for temporary abstinence of nicotine while hospitalised will be offered NRT, which will be charted on the patient's medication chart as part of their patient care management plan. See the Management of Nicotine Dependence Guideline and the accompanying Management of the Nicotine Dependent Patient Flowchart.

## Patient and Visitor Non-Compliance

Security Staff and the Smokefree Ambassadors will inform and assist with the enforcement of the Counties Manukau Health Smokefree Policy. However, it is the responsibility of all staff to inform other staff, patients and visitors who are found to be smoking on-site that Counties Manukau Health is smokefree at all times.

For the purposes of clarity, the Counties Manukau Health property boundary along Hospital Road includes up to the railway station, which includes the grass banks beside the railway line, and the Western Campus staff car park within the fence line along Orakau Road. The railway station, under responsibility of Auckland Transport, is also completely smokefree.

## Support for Visitors

Parents of children who are admitted to Kidz First can be offered NRT for the duration of the child's / children's hospitalisation. All other visitors can be directed to local or regional services, or to the Quitline. For further information on these services contact the Living Smokefree Service.

|   |                             |                           |            |
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| <b>Policy Number:</b>                         | A5746                       | <b>Version:</b>           | 3.0        |
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| <b>Document Owner:</b>                        | Smokefree Programme Manager | <b>Next Review Date:</b>  | 28/03/2014 |
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| <b>Counties Manukau District Health Board</b> |                             |                           |            |

## Living Smokefree Service General Enquiries – ext 6094

### Health Promotion and Education

Health promotion is a strong focus of the Counties Manukau Health vision. As well as promoting smokefree throughout Counties Manukau Health, the Living Smokefree Service will provide appropriate smokefree promotion within the community to inform them of the Smokefree Policy. Information on the Living Smokefree Service and community-based smokefree services will be made available by all Counties Manukau Health services for patients, staff and all others who may benefit from it.

### Staff Exposure to Second-Hand Smoke

Staff who are exposed to second hand smoke whilst on duty are encouraged to complete an Incident form and may report any concerns or issues regarding second hand smoking to the Living Smokefree Service who will follow through in accordance with Incident Process and Resolution Policy and Procedures.

Occupational exposure to second-hand smoke (SHS) is a proven health hazard and staff are entitled to take steps to minimise their exposure, in line with the existing Community/Home-based Visiting Policy. Staff may reasonably request that patients do not smoke whilst receiving care in their own or residential care premises. If staff cannot resolve this issue with clients themselves, they should seek support or advice from their line manager.

### Complaints

Staff concerns relating to staff or others smoking can be documented on the Incidents Form and processed in accordance with Incident Process and Resolution Policy and Procedures.

Complaints about smoking from patients and / or visitors can be made to the Complaints Line on 277-1667 or extension 3667, or can be in writing or electronically (either by letter, in a happy/unhappy form, or via the Counties Manukau Health website).

### Smokefree Systems

Counties Manukau Health is committed to a 'whole of systems' approach to Smokefree, and to ensuring that:

- Smoke-exposed patients are identified and offered NRT to manage their addiction;
- All front-line health staff are offered training in effective brief interventions for smoking cessation;
- Patients who are smokers receive frequent and brief interventions for smoking cessation; and
- A smoking cessation service is available to support patients and staff.

|   |                             |                           |            |
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| <b>Policy Number:</b>                         | A5746                       | <b>Version:</b>           | 3.0        |
| <b>Department:</b>                            | Smokefree Department        | <b>Last Updated:</b>      | 22/05/2013 |
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| <b>Counties Manukau District Health Board</b> |                             |                           |            |

## Definitions

Terms and abbreviations used in this document are described below:

| Term/Abbreviation | Description   |
|-------------------|---|
| NRT               | Nicotine Replacement Therapy  |
| Quit Card         | Exchange card for subsidised NRT<br>1 quit card = 12 weeks of NRT (can include up to 3 products)<br>Cost:<br>\$5 per product (as of 01/01/13) |

## Associated Documents

Other documents relevant to this guideline are listed below:

|                       |  |
|-----------------------|--|
| <b>NZ Legislation</b> | <ul style="list-style-type: none"> <li>Smokefree Environments Act (1990) and Amendments (2003)</li> <li>Health &amp; Safety in Employment Act (HSEA) (1992) and Amendments (2002)</li> </ul>   |
| <b>NZ Standards</b>   | NZ Smoking Cessation Guidelines (MOH, 2007)<br><a href="http://www.health.govt.nz/system/files/documents/publications/nz-smoking-cessation-guidelines-v2-aug07_0.pdf">http://www.health.govt.nz/system/files/documents/publications/nz-smoking-cessation-guidelines-v2-aug07_0.pdf</a> |

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| <b>Document Owner:</b>                        | Smokefree Programme Manager | <b>Next Review Date:</b>  | 28/03/2014 |
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| <b>Counties Manukau District Health Board</b> |                             |                           |            |

|   |  |
|---|--|
| <b>Organisational Policies, Procedures, Protocols or Guidelines</b> | Standing Orders for Nicotine Replacement Therapy<br><a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A1033">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A1033</a><br><u>7</u>          |
|   | Standing Orders for Nicotine Replacement Therapy Workbook<br><a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A1012">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A1012</a><br><u>3</u> |
|   | Management of Nicotine Dependence in Patients Who Smoke (guideline)<br><a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A2908">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A2908</a>   |
|   | Smokefree Tiaho Mai Procedure<br><a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A1083">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A1083</a><br><u>93</u>                            |
|   | Discipline and Dismissal Policy<br><a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A5704">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A5704</a>                                       |
|   | Dress Code Policy<br><a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A5705">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A5705</a>   |

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|---|-----------------------------|---------------------------|------------|
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| <b>Counties Manukau District Health Board</b> |                             |                           |            |

## Policy: Smokefree

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### Purpose

The purpose of this policy is to support the New Zealand Health Strategy and CMDHB's District Strategic Plan by:

- reducing the prevalence of smoking
- reducing the harm from tobacco use
- reducing the exposure to environmental tobacco smoke

### Scope

This policy is applicable to all CMDHB employees, patients, visitors, volunteers, contractors and all others accessing CMDHB grounds and facilities. It applies to all buildings, grounds and vehicles owned or occupied by CMDHB, including business and social venues.

### Policy

**Smokefree Environment** - CMDHB buildings, sites, grounds, offices and vehicles are smokefree at all times. Staff can also not smoke where services to patients are being provided off-site (e.g. home visits, community based clinics) or where staff are representing CMDHB outside the organisation (e.g. community).

**Smokefree People** – CMDHB will provide support to staff and patients who are addicted to smoking to enable them to be comfortably Smokefree. Nicotine replacement products will also be available to visitors to the hospital to support them in not smoking while on hospital grounds.

**Staff** – staff are able to access the Smokefree services located at Middlemore Hospital and receive subsidized nicotine replacement products (NRT) while at work and/or to aid with quitting.

**Patients** – all patients will be asked their smoking status and have it recorded on their file. All patients who are recorded as smoking will be offered brief advice on the benefits of being Smokefree, and offered NRT products during their time in hospital. They will be also given the option of a referral to a cessation service. NRT Quit cards will be available on all wards to be given to patients on discharge. Alternatively they may be prescribed NRT or other cessation aids by a doctor.

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|---|-----------------------------|---------------------------|------------|
| <b>Policy Number:</b>                         | A5746                       | <b>Version:</b>           | 1.2        |
| <b>Department:</b>                            | Smokefree Department        | <b>Last Updated:</b>      | 27/05/2010 |
| <b>Document Owner:</b>                        | Smokefree Programme Manager | <b>Next Review Date:</b>  | 27/05/2011 |
| <b>Approved By:</b>                           | Clinical Board              | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                             |                           |            |

**Visitors** – All visitors are expected to respect the Smokefree policy of CMDHB. All staff members have the responsibility under this policy to ensure visitors are informed of the policy and, if they see visitors smoking in areas designated Smokefree to inform them that they must go off-site if they wish to smoke. Samples of NRT are available to be given to visitors.

## Rationale

Counties Manukau DHB promotes good health. Smoking is the leading preventable cause of death, disease, and disability in New Zealand and in Counties Manukau. Evidence shows that the majority of people who smoke want to quit and need help to do so. People who become sick are often highly motivated to stop smoking. For patients it is a motivational moment not to be missed.

Second hand smoke is the leading environmental cause of preventable death in New Zealand. Exposure to second-hand smoke has been linked to increased rates of various cancers, cardiovascular and cerebrovascular diseases, respiratory disease, and reproductive and developmental effects. As well, people with certain medical conditions, such as asthma, heart disease and cystic fibrosis, are at risk of having their condition exasperated by environmental tobacco smoke.

This policy promotes a smokefree workplace for all and complies with the Smokefree Environments Act 1990 and Amendments 2003 and the Health & Safety in Employment Act (HSEA) 1992 and Amendments 2002.

## Smokefree Mental Health Services

This policy also applies to CMDHB Mental Health services. Mental Health patients have the right to be protected from the harmful effects of tobacco smoke and to be supported to be smokefree. Mental health staff members also have the right to a smokefree workplace.

## Tobacco Products

Tobacco and tobacco-related products are not to be sold or distributed on any Counties Manukau DHB premise. Gifts or donations of tobacco products are not to be accepted under any circumstances.

Staff may not purchase tobacco products on behalf of patients or supply patients with tobacco products.

## Standing Orders for Nicotine Replacement Therapy

[Standing orders](#) can be accessed on Southnet from Clinical Quality and Risk. Further information and training for the Standing Orders can be requested from the Smokefree Services at Middlemore Hospital.

|   |                             |                           |            |
|---|-----------------------------|---------------------------|------------|
| <b>Policy Number:</b>                         | A5746                       | <b>Version:</b>           | 1.2        |
| <b>Department:</b>                            | Smokefree Department        | <b>Last Updated:</b>      | 27/05/2010 |
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| <b>Approved By:</b>                           | Clinical Board              | <b>Date First Issued:</b> | 20/09/2007 |
| <b>Counties Manukau District Health Board</b> |                             |                           |            |

## Contact Details for the Smokefree Department

Contact details can be found in the Southnet Directory under Smokefree.

For all general enquiries - ext. 6094, or direct dial 259 3894

For programme enquiries – ext. 6096, or direct dial 259 3896

For training enquiries – ext. 6095, or direct dial 259 3895

## Smokefree Services Department

The Living Smokefree Department is located at Middlemore Hospital. Their role is to support a smokefree district health board. They do this by:

- providing training courses and smokefree updates for staff,
- providing smokefree orientation to new staff
- providing smokefree system support
- providing cessation support for patients and staff
- providing information, advice and support on all issues relating to smokefree
- supporting a smokefree environment
- working in the wider community to encourage, support and develop smokefree initiatives

## Supporting Policies and Procedures

[Standing Orders – Nicotine Replacement Therapy](#)

[Management of Nicotine Dependence in Patients who smoke](#)

|   |                             |                           |            |
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| <b>Policy Number:</b>                         | A5746                       | <b>Version:</b>           | 1.2        |
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| <b>Counties Manukau District Health Board</b> |                             |                           |            |

## Policy: Smokefree

---

### Purpose

The purpose of this policy is to support the New Zealand Health Strategy and CMDHB's District Strategic Plan by:

- reducing the prevalence of smoking
- reducing the harm from tobacco use
- reducing the exposure to environmental tobacco smoke

### Scope

This policy is applicable to all CMDHB employees, patients, visitors, volunteers, contractors and all others accessing CMDHB grounds and facilities. It applies to all buildings, grounds and vehicles owned or occupied by CMDHB, including business and social venues.

### Policy

**Smokefree Environment** - CMDHB buildings, sites, grounds, offices and vehicles are smokefree. Staff cannot smoke where services to patients are being provided off-site (e.g. home visits, community based clinics) or where staff are representing CMDHB outside the organisation (e.g. community).

**Smokefree People** – CMDHB will provide support to staff and patients who are addicted to smoking to enable them to be comfortably Smokefree. Nicotine replacement products will also be available to visitors to the hospital to support them in not smoking while on hospital grounds.

**Staff** – staff are able to access the Smokefree services and receive subsidized nicotine replacement products (NRT) while at work and/or to aid with quitting (Refer to [Smokefree contact list](#)).

**Patients** – all patients will be asked their smoking status and have it recorded on their file. All patients who are recorded as smoking will be offered brief advice on the benefits of being Smokefree, and offered NRT products during their time in hospital. They will be also given the option of a referral to a cessation service. NRT Quit cards will be available on all wards to be given to patients on discharge.

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|---|-----------------------------|---------------------------|-------------------|
| <b>Policy Number:</b>                         | SMS-1813-5                  | <b>Version:</b>           | 1.1               |
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| <b>Document Owner:</b>                        | Smokefree Programme Manager | <b>Next Review Date:</b>  | October 2009      |
| <b>Approved By:</b>                           | Clinical Board              | <b>Date First Issued:</b> | 20 September 2007 |
| <b>Counties Manukau District Health Board</b> |                             |                           |                   |

**Visitors** – All visitors are expected to respect the Smokefree policy of CMDHB. All staff members have the responsibility under this policy to ensure visitors are informed of the policy and, if they see visitors smoking in areas designated Smokefree to inform them that they must go off-site if they wish to smoke. Standing Orders allow visitors to be administered NRT while in the hospital. Parents of children admitted to Kidz First will be offered NRT and support to stop smoking.

## Rationale

Counties Manukau DHB promotes good health. Smoking is the leading preventable cause of death, disease, and disability in New Zealand and in Counties Manukau. Evidence shows that the majority of people who smoke want to quit and need help to do so. People who become sick are often highly motivated to stop smoking. For patients it is a motivational moment not to be missed.

Second hand smoke is the leading environmental cause of preventable death in New Zealand. Exposure to second-hand smoke has been linked to increased rates of various cancers, cardiovascular and cerebrovascular diseases, respiratory disease, and reproductive and developmental effects. As well, people with certain medical conditions, such as asthma, heart disease and cystic fibrosis, are at risk of having their condition exasperated by environmental tobacco smoke.

This policy promotes a smokefree workplace for all and complies with the Smokefree Environments Act 1990 and Amendments 2003 and the Health & Safety in Employment Act (HSEA) 1992 and Amendments 2002.

## Smokefree Mental Health Services

Mental health patients have the right to be protected from the harmful effects of tobacco smoke and to be supported to be smokefree. Mental health staff members also have the right to a smokefree workplace.

Due to the “smoking culture” so prevalent in mental health, and in recognition of the extensive training and practices required for change, it was agreed that a limited exemption may apply in internal and external areas for inpatients in mental health units. This exemption applies only to inpatients, not to staff. Inpatient mental health services will be smokefree by 2010.

## Tobacco Products

Tobacco and tobacco-related products are not to be sold or distributed on any Counties Manukau DHB premise. Gifts or donations of tobacco products are not to be accepted under any circumstances.

Staff may not purchase tobacco products on behalf of patients or supply patients with tobacco products.

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## Standing Orders for Nicotine Replacement Therapy

[Standing orders](#) can be accessed on Southnet from Clinical Quality and Risk. Further information and training for the Standing Orders can be requested from the Smokefree Services at Middlemore Hospital.

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The Living Smokefree Department is located at Middlemore Hospital. Their role is to support a smokefree district health board. They do this by:

- providing training courses and smokefree updates for staff,
- providing smokefree orientation to new staff
- providing smokefree system support
- providing cessation support for patients and staff
- providing information, advice and support on all issues relating to smokefree
- supporting a smokefree environment
- working in the wider community to encourage, support and develop smokefree initiatives

## Supporting Policies and Procedures

[Standing Orders – Nicotine Replacement Therapy](#)

[Management of Nicotine Dependence](#)

[Addressing non-compliance with Smokefree Policy – Guideline](#)

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|---|-----------------------------|---------------------------|-------------------|
| <b>Policy Number:</b>                         | SMS-1813-5                  | <b>Version:</b>           | 1.1               |
| <b>Department:</b>                            | Smokefree Department        | <b>Last Updated:</b>      | October 2008      |
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| <b>Counties Manukau District Health Board</b> |                             |                           |                   |

## Guideline: Management of Nicotine Dependence using Nicotine Replacement Therapy (NRT) for Patients and other Hospital Visitors who Smoke

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### Background/ Overview

This guideline is consistent with the Counties Manukau Health's (CM Health) Smokefree Policy. It supports staff to assist people to remain smokefree whilst in CM Health buildings or grounds including Middlemore, Pukekohe, Franklin Memorial Hospitals, the Spinal Unit, Botany and Manukau Super Clinics, and Manukau Surgery Centre.

### Purpose

This guideline has been established to advise staff on how to manage tobacco related nicotine dependence for all people aged 16 years and over, who smoke regularly including patients, whaanau and other hospital visitors<sup>1</sup>.

This guideline does not attempt to provide guidance for nicotine withdrawal from vaping for adults or children/young people.

### Scope of Use

The guideline is applicable to:

All CM Health staff who are trained and are qualified to prescribe nicotine replacement therapy (NRT) as per appropriate CM Health training.

Any patients or visitors who have accepted the offer made by any member of staff to access NRT, including people who:

- smoke and who would otherwise not be able to remain smokefree while in hospital or on hospital grounds and/or who are suffering from nicotine withdrawal, and
- have given verbal consent, and
- have no contraindications

### Roles and Responsibilities

This guideline applies to all accredited prescribers of NRT, which could include nurses, midwives, allied health workers and Smokefree Advisors/Practitioners.

<sup>1</sup> As on P 6, children and young people under 16 years who smoke should be referred to clinicians for assessment to work out how best to support them to be Smokefree.

|  |   |                    |            |
|--|---|--------------------|------------|
| Document ID:   | A10337  | CMH Revision No:   | 5.0        |
| Service:   | Smokefree                                     | Last Review Date : | 16/10/2019 |
| Document Owner:  | Director - Population Health                  | Next Review Date:  | 17/10/2022 |
| Approved by:   | Drug and Therapeutics Governance Group (DTGG) | Date First Issued: | 26/09/2008 |
| <i>If you are not reading this document directly from the Document Directory this may not be the most current version.</i> |   |                    |            |

Guideline: Management of Nicotine Dependence in Patients and other Hospital Visitors who Smoke

## Guideline

In accordance with CM Health Smokefree Policy, all healthcare workers should ask all people attending any health care service about their smoking status, provide brief advice to every person who smokes, strongly encourage the use of cessation support, and offer help to access such support. (See Smokefree Policy Appendix 1).

Patients or visitors found to be smoking on-site should be informed that CM Health is smokefree at all times and can be referred to the Living Smokefree Service or Haumanu Pharmacy to access NRT.

Patients and visitors who currently smoke and have given their consent should be referred to Living Smokefree Service. If these are inpatients, they will be offered NRT, support during their hospital admission as required, and follow up treatment post discharge.

Visitors who are struggling to stop smoking whilst on CM Health premises will be offered free NRT through Haumanu Pharmacy (during their opening hours) or a quitcard by accredited prescribers, and a referral to Living Smokefree Service for behavioural support. Referral to Living Smokefree can be made via Paanui or email [smokefree@middlemore.co.nz](mailto:smokefree@middlemore.co.nz), or call extension 56094 (0800 569 568).

## Training to be CM Health accredited prescribers of NRT

CM Health staff including nurses and allied health professionals who have undergone appropriate and adequate training from Smokefree Advisors/ Practitioners and completed appropriate accreditations are authorised to prescribe NRT within their scope of practice.

Smokefree training is mandatory for all CM Health clinical staff as per the Mandatory and Statutory Training Policy.

All CM Health clinical staff are required to complete at least the first 2 parts of the following:

### 1. Introduction to CM Health Smokefree Best Practice

Attend a 1-hour Smokefree Best Practice session through Learning and Development held monthly in Ko Awatea. Enrolment can be done through Employee Kiosk. Session dates are available via Paanui (<https://cmhealth.hanz.health.nz/building-capability/education/Pages/Smokefree-Best-Practice.aspx>).

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|--|---|--------------------|------------|
| Document ID:   | A10337  | CMH Revision No:   | 5.0        |
| Service:   | Smokefree                                     | Last Review Date : | 16/10/2019 |
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Upon completion, an enrolment key will be provided to complete CM Health training package.

## 2. Prescribing NRT for CM Health inpatients

Complete 'Management of Nicotine Dependence using NRT for Patients and other Hospital Visitors who Smoke Workbook' (previously called 'Standing Order Workbook for Nicotine Replacement Therapy') through Ko Awatea Learn.

Completion of the workbook will authorise staff to chart NRT on patients' medication charts (paper or electronic) at CM Health. The Living Smokefree Service holds a register of trained/accredited staff. This training must be repeated every 3 years to retain currency.

## 3. New Zealand Smoke Free Best Practice

Additionally, completing Ministry of Health (MOH) e-learning package 'Helping People to stop Smoking (2019)' will allow staff to prescribe Quit Cards for patients or visitors who smoke.

E-learning package can be found using this link  
<https://learnonline.health.nz/enrol/index.php?id=292>

Upon completion, please print your certificate and email to [vivian.delarama@middlemore.co.nz](mailto:vivian.delarama@middlemore.co.nz) to update CM Health training records.

## Assessing appropriateness to prescribe NRT

### Indication for prescribing NRT

- Patients or visitors who identify as currently smoking or who have abstained from smoking for less than 30 days, and
- have given consent to NRTs, and
- have no contra-indications to NRTs.

While some people who smoke may not be ready to quit smoking, NRTs may still benefit patients to avoid or manage nicotine withdrawal symptoms including the urge to smoke during their time at the hospital. All staff should actively encourage patients to be smokefree regardless of their intent to quit.

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## Potential Withdrawal Symptoms

- Irritability
- Depression
- Urges to smoke
- Poor concentration
- Increased appetite
- Sleep disturbance
- Restlessness

All withdrawal symptoms (observed, or reported by patients) should be documented in patients' clinical record and NRT should be offered.

## Cautions

People with cardiovascular disease can use NRT safely. Patients with unstable coronary artery disease should be discussed with the cardiologist or cardiology nurse Specialists/Practitioners.

Most nicotine patches contains aluminium. The patch should be removed prior to undergoing any MRI (Magnetic Resonance Imaging) procedures.

## Pregnancy and Breastfeeding

NRT provides less nicotine and none of the toxins contained in tobacco smoke, therefore NRT can be used with caution in these patients.

## Contraindications

- People who do not smoke, or smoke occasionally
- Children under 16 years. Young people or children who smoke should be referred to clinicians for NRT assessments.
- Known hypersensitivity to nicotine
- Patients with generalised dermatological disorders such as psoriasis or chronic dermatitis should avoid the patch
- Patients who have phenylketonuria (rare disease) should avoid lozenges and gums as they contain sweetener aspartame.

## Interactions

Clozapine, flecainide, haloperidol, heparin, imipramine, olanzapine, propranolol, warfarin, chlorpromazine, insulin and theophylline

Smoking tobacco can alter the metabolism of these medicines. When a person stops smoking, monitoring and dosage reduction may often be required. Consult a medical

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Guideline: Management of Nicotine Dependence in Patients and other Hospital Visitors who Smoke

doctor or pharmacist to access appropriateness and prescribe NRTs for these patients.

### Assessing Level of Nicotine Dependence

Assess patient's nicotine dependence by asking 2-step questions:

1. How soon after you wake up do you usually have your first cigarette?
2. How many cigarettes do you smoke a day on average?

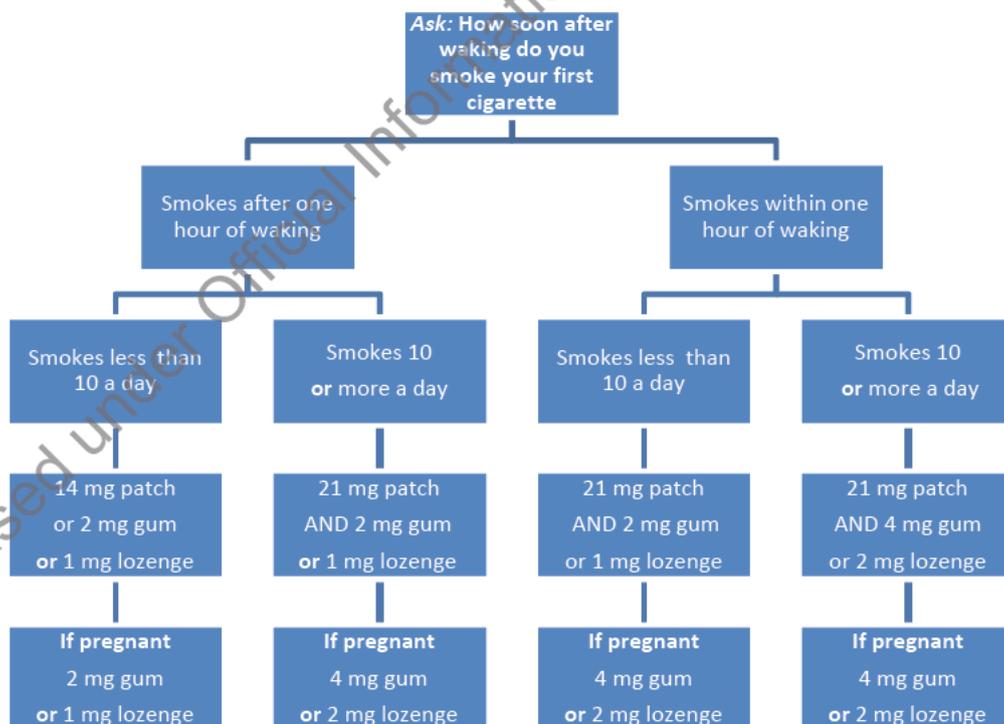
The choice of NRTs can be guided by patient's preference and include patches, gums and lozenges.

E-cigarette is not an appropriate nicotine replacement during an inpatient stay. This is in accordance with CM Health Smokefree Policy.

### NRT Dosage Guidelines for patients aged 16 years or older

Referral for inpatient consultation to Living Smokefree Service should be offered to all patients who smoke to address behavioural aspects of tobacco smoking. This can be done by ringing 0800 569 568 or online via Paanui (<https://cmhealth.hanz.health.nz/Smokefree/Lists/referral/NewForm.aspx>).

Ministry of Health Guideline below should be used to assist with selecting appropriate doses and strengths of NRT products.



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**Patients who have previously been using the 7 mg patches should continue on that dose and urges to smoke should be monitored.**

### Prescribing NRT

In wards which use MedChart prescribing software, refer to NRT prescribing 'how-to' guide via Paanui:

<https://ha.hanz.health.nz/sites/CustomServices/ITtraining/Pages/CMH-ePA-MedChart.aspx>

| Products | Instructions  |
|----------|---|
| Patch    | 1 patch TOPICAL ONCE daily REGULAR  |
| Gum      | 1 gum BUCCAL every hour PRN<br>Daily maximum: 20 gums for 2 mg; 10 gums for 4 mg            |
| Lozenge  | 1 lozenge BUCCAL every hour PRN<br>Daily maximum: 25 lozenges for 1mg, 15 lozenges for 2 mg |

### Pregnancy and Breastfeeding

- NRT oral products (e.g. gum or lozenge) should be used in preference to NRT patch. Alternatively, if a patch is used, it should be removed overnight before going to bed.
- If patients still crave or display withdrawal symptoms, consult doctors to consider increasing the dose of gums or lozenges, or using patches with or without oral NRTs:
  - 21 mg patch if smoking within 60 minutes of waking (remove overnight)
  - 14 mg patch if smoking after 60 minutes of waking (remove overnight).
- Women who are breastfeeding should breastfeed just before they use the product to allow the time between NRT use and feeding to be as long as possible.

Nicotine inhalator and mouth spray are also registered products which are available via referral to Smokefree Advisors/Practitioners. Alternatively, these can also be prescribed by doctors for patients who fulfil HML (hospital medicine list) criteria:

- perioperative patients who have 'nil by mouth' instruction,
- OR for use within mental health inpatient units,
- OR for acute use in agitated patients who are unable to leave the hospital facilities (accurate as of 31<sup>st</sup> July 2019).

|           |   |
|-----------|---|
| Inhalator | Inhale for 20 minutes every hour and replace cartridge every 3 hours; recommend regular use |
|-----------|---|

|                 |   |                    |            |
|-----------------|---|--------------------|------------|
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Guideline: Management of Nicotine Dependence in Patients and other Hospital Visitors who Smoke

|             |   |
|-------------|---|
|             | Daily maximum: 6 cartridges   |
| Mouth Spray | 1 or 2 sprays BUCCAL every 30 minutes PRN<br>Daily maximum: 64 sprays |

Quit Cards accredited providers can prescribe NRT for patients or visitors within their scope. Refer to Appendix A for an example of Quit Card prescription. Refer to New Zealand formulary ([www.nzf.org.nz](http://www.nzf.org.nz)) or contact pharmacist or medical doctor for information not specified in this guideline.

### Administering NRT

The method of administration of NRT and the dosage should be explained to patients before NRTs are administered to avoid adverse effects and overdose.

| Products  | Directions   |
|---|--|
| <b>Patch</b>  | <ul style="list-style-type: none"> <li>Remove backing strip.</li> <li>Write date and time of application on patch</li> <li>Apply one patch to clean, non-hairy, dry area of intact skin on hip, arm or upper trunk</li> <li>Hold in position for 10-20 seconds to ensure adherence</li> <li>Patches are usually worn for 24 hours. However it is acceptable to remove the patch at night if the patient complains of unpleasant dreams</li> <li>Pregnant women should have the patch removed overnight.</li> <li>Remove old patch before applying a new patch to a different site each day.</li> </ul> |
| <b>Gum/Lozenge</b>                                      | <ul style="list-style-type: none"> <li>Suck lozenge or chew gum until the taste becomes strong/ peppery, then park lozenge/ gum between cheek and gum.</li> <li>When the taste fades, suck again until the flavour is released and place on the other side of the mouth.</li> <li>Repeat for up to 30 minutes</li> <li>Acidic beverages (e.g. coffee or fruit juice) should be avoided for 15 minutes prior to using the lozenge as they may decrease the absorption of nicotine through the buccal mucosa.</li> <li>New gum/ lozenge can be administered up to every 30 minutes.</li> </ul>           |
| <b>Inhalator (15 mg cartridge)<br/>*Restricted use*</b> | <ul style="list-style-type: none"> <li>Insert the cartridge into the device and draw in air through the mouthpiece.</li> <li>Puff for 20 minutes each hour and replace the cartridge every 3 hours.</li> </ul>   |

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|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>The amount of nicotine from 1 puff of the cartridge is less than that from a cigarette, therefore it is necessary to inhale more often (8-10 times more puffs) than when smoking a cigarette.</li> <li>Regular use is recommended</li> </ul>  |
| <b>Mouth spray</b><br><b>*Restricted use*</b> | <ul style="list-style-type: none"> <li>Prime the spray if using the first time or if not used for 2 or more days</li> <li>Point the nozzle into the mouth, holding the spray as close to the mouth as possible and avoiding the lips.</li> <li>Use 1 or 2 sprays when the urge to smoke occurs, but regular use is recommended.</li> <li>Avoid inhaling while spraying and avoid swallowing for a few seconds after use.</li> <li>Maximum of 2 sprays per episode of craving, repeated up to every 30 minutes and maximum of 64 sprays daily.</li> </ul> |

\*Nicotine inhalator and mouth sprays have funding restrictions (refer to section on Prescribing NRT above)

### Monitoring Effectiveness and Adverse Effects

All people commenced on NRT should be monitored as part of usual care, every 24 hours or more frequently if necessary, to assess their urges to smoke, withdrawal symptoms and potential adverse effects.

If the patient is still craving, contact a medical doctor or certified prescriber to access an increase in dose and/or use of combination products.

Using Mood and Physical Symptoms Scale, assess patient's urges to smoke by asking 2 questions:

|  |  |
|--|--|
| 1 How much of the time have you felt the urge to smoke in the past 24 hours? | 5 All of the time<br>4 Almost all of the time<br>3 A lot of the time<br>2 Some of the time<br>1 A little of the time<br>0 Not at all |
| 2. How strong have these urges been?   | 5 Extremely strong   |

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|------------------------|---|---------------------------|------------|
| <b>Document ID:</b>    | A10337  | <b>CMH Revision No:</b>   | 5.0        |
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|  |   |
|--|---|
|  | 4 Very strong<br>3 Strong<br>2 Moderate<br>1 Slight<br>0 No urges |
|--|---|

The goal of these questions is to assess the patient's overall tolerance and comfort level with the overall goal of keeping them comfortably smokefree. Patients scoring 3 and above for either question may require increased dosage or combined therapy and medical doctor should be contacted to review the patient.

If a patient continues to display symptoms of withdrawal or urges to smoke despite being on combination products with maximum dose, medical team should be contacted to review the patient. In rare occasions, double patching (using more than one patch simultaneously) can be considered by the medical team.

#### Common adverse effects:

Indigestion, irregular heartbeat/ palpitations, headache, nausea, hiccups, coughing, sore mouth or throat, dry mouth (lozenge) sleeplessness, dizziness and mild topical reaction (patch).

If patients experience these effects, they might have been using the NRT products incorrectly, e.g. chewing lozenges, not resting gums or lozenges when bitter taste is present, or they may require NRT dose reduction. Re-education on the use of NRT products may be required.

#### Symptoms of nicotine overdose

Salivation, abdominal pain, diarrhoea, sweating, headache, disturbed hearing, marked weakness, hypotension, rapid/ weak and irregular pulse, collapse & convulsions. Seek medical advice if these symptoms are present.

#### Duration

NRTs should be used to support patients to remain smokefree for as long as it is beneficial to them. NRTs can be used whilst inpatient as well as to help in reducing the number of cigarettes smoked before a quit attempt. For people stopping smoking completely, it is recommended that NRT is used for 3 months or as long as needed.

When patient is discharged from hospital, continued NRTs can be accessed via a prescription (fully subsidised), or Quit Cards provided by Quitline or Smokefree Advisors/ Practitioners, or accredited Quit Card providers (see Appendix A), or self-referral to community pharmacies.

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## Definitions

Terms and abbreviations used in this document are described below:

| Term/Abbreviation      | Description  |
|------------------------|--|
| NRT                    | Nicotine Replacement Therapy   |
| Quit Card              | Exchange card for subsidised NRT<br>1 quit card = 12 weeks of NRT (can include up to 3 products)<br>Cost:<br>\$5 per product (as of 01/01/13)  |
| Smokefree Advisor      | Person responsible for providing planning, implementation support and advice to maintain strong Smokefree focus in secondary care setting  |
| Smokefree Practitioner | Person responsible for providing evidence-based smoking cessation support and addressing holistic wellbeing needs (integrating with wraparound support services) for clients in the community that are referred to the Smokefree Service |

## Associated Documents

Other documents relevant to this guideline are listed below:

|  |   |
|--|---|
| <b>NZ Legislation</b>                    | Medicine Act 1981, Medicines Regulations 1984 |
| <b>CM Health Clinical Board Policies</b> |   |

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| <b>NZ Standards</b>                          | <p>The New Zealand Guidelines for Helping People to Stop Smoking (Ministry of Health, 2014)<br/> <a href="http://www.health.govt.nz/system/files/documents/publications/nz-guidelines-helping-people-stop-smoking-jun14.pdf">http://www.health.govt.nz/system/files/documents/publications/nz-guidelines-helping-people-stop-smoking-jun14.pdf</a></p> <p>Guide to Prescribing Nicotine Replacement Therapy (Ministry of Health, 2014)<br/> <a href="https://www.health.govt.nz/system/files/documents/publications/guide-to-prescribing-nicotine-replacement-therapy-nrtv2.pdf">https://www.health.govt.nz/system/files/documents/publications/guide-to-prescribing-nicotine-replacement-therapy-nrtv2.pdf</a></p> |
| <b>Organisational Procedures or Policies</b> | <p>Policy: CM Health Mandatory and Statutory Training</p> <p>CMHealth Smokefree Policy<br/> Smokefree Tiaho Mai Procedure<br/> <a href="http://cmdhbdocuments/docsdir/pendocument.aspx?id=A108393">http://cmdhbdocuments/docsdir/pendocument.aspx?id=A108393</a></p>  |
| <b>Other related documents</b>               | <p>Standing Orders for Nicotine Replacement Therapy (NRT): Administering NRT Workbook through Ko Awatea Learn MedChart prescribing guide for NRTs</p>   |

## References

Ministry of Health. (2014). The New Zealand Guidelines for Helping People to Stop Smoking.

<http://www.health.govt.nz/system/files/documents/publications/nz-guidelines-helping-people-stop-smoking-jun14.pdf>

Guide to Prescribing Nicotine Replacement Therapy (NRT)

<https://www.health.govt.nz/system/files/documents/publications/guide-to-prescribing-nicotine-replacement-therapy-nrtv2.pdf>

|   |   |                           |            |
|---|---|---------------------------|------------|
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## Policy: Smoke Free

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### Purpose

The purpose of this policy is to:

- enable CMDHB to meet the requirements of the Smoke-free Environments Act 1990 and the Health & Safety in Employment Act (HSEA) 1992.
- enable CMDHB to meet a key New Zealand Health Strategy goal by reducing the rate of smoking amongst staff and the community.
- provide a healthy, smokefree environment for all employees, patients and visitors.
- provide health leadership in becoming a smokefree organisation.



**Note:** This policy must be read in conjunction with Guidelines for Addressing Non-compliance and Management of Nicotine Dependence Guidelines

### Scope

This policy is applicable to all CMDHB employees, patients, visitors, volunteers, contractors and others accessing CMDHB. It applies to all buildings, grounds and vehicles owned or occupied by CMDHB, including business and social venues.

### Policy

CMDHB buildings, sites, grounds, offices and vehicles are smokefree. Staff cannot smoke where services to patients are being provided off-site (e.g. home visits, community based clinics) and where staff are representing CMDHB outside the organisation (e.g. community).

Under the HSEA 1992, its 2002 amendments and the Smoke-free Environments Act (SFEA) 1990, CMDHB has a responsibility to protect the health of its employees from hazards including tobacco smoke in the workplace. CMDHB also has a leadership role in our community as a health provider, to work towards the reduction of the harmful effects of tobacco smoke on the community.

### Special Provisions

Smoking for patients may be permitted only in designated areas within inpatient Mental Health Services. There are no special provisions for staff.

|   |                                |                           |                |
|---|--------------------------------|---------------------------|----------------|
| <b>Policy Number:</b>                         | OHS-8263-004                   | <b>Version:</b>           | 2.0            |
| <b>Department:</b>                            | Occupational Health and Safety | <b>Last Updated:</b>      | 30 August 2005 |
| <b>Document Owner:</b>                        | Trish Fraser                   | <b>Next Review Date:</b>  | 30 August 2006 |
| <b>Approved By:</b>                           | Executive Management Team      | <b>Date First Issued:</b> | 24 May 2004    |
| <b>Counties Manukau District Health Board</b> |                                |                           |                |

## Compliance

- Staff who wish to smoke off-site, should not be identifiable as CMDHB staff by their uniforms or name tags.
- Managers will discuss and address non-compliance with their staff member(s) and may do so in accordance with the CMDHB [Disciplinary Policy](#).



**Warning:** Patients and visitors who continue to smoke after being asked to go off-site will be warned that further failure to stop smoking on-site may result in their being asked to leave under the Trespass Act 1980. Staff may contact security on extn. 9705.

## Complaints

Staff complaints can be documented on the [Incidents Form](#) and processed in accordance with [Incident Process and Resolution Policy](#) and [Procedures](#).

Complaints from patients and / or visitors can be made to the Complaints Line DDI: 277-1667 or Extn: 3667.

## Vision for the Future

The three DHBs across the Auckland region (namely, Auckland DHB, Counties Manukau DHB and Waitemata DHB) have committed to the national 'Systems First' project. CMDHB has made an initial commitment to this project and will ensure that by 2006:

- Most smoke-exposed patients will be identified;
- All front-line health staff will be offered training in effective brief interventions for smoking cessation/smoke change;
- Most patients will receive frequent and brief interventions for smoking cessation/smoke change;
- Dedicated smokefree services will be established;
- Mental Health Services will be working towards smokefree services in the buildings and grounds by 2010.

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|---|--------------------------------|---------------------------|----------------|
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| <b>Document Owner:</b>                        | Trish Fraser                   | <b>Next Review Date:</b>  | 30 August 2006 |
| <b>Approved By:</b>                           | Executive Management Team      | <b>Date First Issued:</b> | 24 May 2004    |
| <b>Counties Manukau District Health Board</b> |                                |                           |                |

## Associated Documents

Other documents relevant to this policy are listed below:

|                                  |  |
|----------------------------------|--|
| <b>NZ Legislation</b>            | <ul style="list-style-type: none"> <li>• Smoke-free Environments Act 1990</li> <li>• Smoke-free Environments Amendment Act 2003</li> <li>• Health &amp; Safety in Employment Act 1992</li> <li>• Health &amp; Safety in Employment Amendment Act 2002</li> </ul>   |
| <b>CMDHB Policies</b>            | <ul style="list-style-type: none"> <li>• <a href="#">Motor Vehicle Policy</a></li> <li>• <a href="#">Discipline &amp; Dismissal Policy</a></li> <li>• <a href="#">Complaints Management</a></li> <li>• <a href="#">Challenging Behaviour, Calming &amp; Restraint Management</a></li> <li>• <a href="#">Staff Accidents/Incidents/Hazard Management</a></li> </ul> |
| <b>Organisational Procedures</b> | <ul style="list-style-type: none"> <li>• Addressing Non-compliance Guidelines</li> <li>• Management of Nicotine Dependence Guidelines</li> </ul>   |
| <b>Other related documents</b>   | MoH Strategy – New Zealand Health Strategy 2000  |

|   |                                |                           |                |
|---|--------------------------------|---------------------------|----------------|
| <b>Policy Number:</b>                         | OHS-8263-004                   | <b>Version:</b>           | 2.0            |
| <b>Department:</b>                            | Occupational Health and Safety | <b>Last Updated:</b>      | 30 August 2005 |
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| <b>Approved By:</b>                           | Executive Management Team      | <b>Date First Issued:</b> | 24 May 2004    |
| <b>Counties Manukau District Health Board</b> |                                |                           |                |

## CMDHB SMOKEFREE POLICY

There will be no smoking on any CMDHB buildings, sites, grounds, offices and vehicles from **24 May 2004**.

Staff will not smoke where services to patients are being provided off site (e.g. on home visits, or in community based clinics) and where staff are representing CMDHB outside the organisation (e.g. the community).

### Principles

Under the H&S in Employment Act 1992 and its 2002 amendments, CMDHB has a responsibility to protect the health of its employees from hazards including tobacco smoke in the workplace.

CMDHB also has a leadership role in our community as a health provider, to work towards the reduction of the harmful effects of tobacco smoke on the community.

### Purpose

- To enable CMDHB to meet the requirements of the Smoke-free Environments Act 1990 and the Health & Safety in Employment Act 1992.
- To enable CMDHB to meet a key New Zealand Health Strategy goal by reducing the rate of smoking amongst staff and the community.
- To provide a healthy, smokefree environment for all employees, patients and visitors.
- To provide health leadership in becoming a smokefree organisation.

### Scope

This policy applies to all Counties Manukau District Health Board employees, patients, visitors, volunteers, contractors and others accessing CMDHB.

It applies to all buildings, grounds and vehicles owned or occupied by CMDHB, including business and social venues.

### Special Provisions

Smoking for patients may be permitted only under the following circumstances:

- Where it will reduce the likelihood of harm to a patients' clinical outcomes while they are an inpatient or long stay patient and documented in clinical notes and signed off by the supervising clinician; and/or
- Where the patient is institutionalised under the Mental Health Act.
- There are no special provisions for staff.

|  |   |  |
|--|---|--|
| <br>COUNTIES MANUKAU DISTRICT HEALTH BOARD<br>A Community Partnership | <b>Authorised By:</b> Chief Executive Officer | <b>Page:</b> 1 of 2  |
| <b>Occupational Health</b>   | <b>Title:</b> Smokefree Policy                | <b>Issued:</b> 24 May 2004<br><b>Next review:</b> Annually |

## Complaints

- Staff complaints can be documented on the Staff Incidents Form F161, and processed in accordance with policy procedures.
- Complaints from patients and / or visitors can be made to the **Complaints Line DDI: 277-1667 or Extn: 3667.**

## Associated Documents

The table below indicates other documents associated with this policy.

| Type                     | Document Title(s)  |
|--------------------------|--|
| Board Policy             | <ul style="list-style-type: none"> <li>• Motor Vehicle Policy</li> <li>• Discipline &amp; Dismissal</li> <li>• Complaints Management</li> <li>• Challenging Behaviour, Calming &amp; Restraint Management</li> </ul> |
| Health & Safety Policies | Staff Accidents/Incidents  |
| Legislation              | Smoke-free Environments Act 1990<br>Health and Safety in Employment Act 1992<br>Health and Safety in Employment Amendment Act 2002   |
| Reference                | MoH Strategy – New Zealand Health Strategy 2000  |

## Procedure: Smokefree Tiaho Mai

### Purpose

The purpose of this procedure is to support all service users to be smoke free whilst in Tiaho Mai. All Service users will be provided with brief cessation advice on how to stop smoking and supported with nicotine withdrawal management. This supports the establishment of a Smokefree environment for Tiaho Mai

### Responsibility

This is applicable to all CMDHB employees, (full-time, part-time and casual (temporary) including contractors, visiting health professionals and students working across CMDHB Mental Health

### Frequency

At all times, for all service users who smoke and are admitted to Tiaho Mai.

### Associated Documents

Other documents relevant to this procedure are listed below:

|                               |  |
|-------------------------------|--|
| NZ Legislation                | Smokefree Environments Act 1990 and Amendments 2003 and the Health & Safety in Employment Act (HSEA) 1992 and Amendments 2002.   |
| CMDHB Policies and Procedures | <p>Management of Nicotine Dependence in Service users who smoke<br/> <a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A2908">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A2908</a></p> <p>Smokefree Policy<br/> <a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A5746">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A5746</a><br/> <a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A5627">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A5627</a></p> <p>Restraint Minimisation Policy<br/> <a href="http://cmdhbdocuments/docsdir/opendocument.aspx?id=A17357">http://cmdhbdocuments/docsdir/opendocument.aspx?id=A17357</a></p> <p>Searching the Service users, their rooms and personal effects<br/> <a href="http://cmdhbdocuments/docsdir/A10602">http://cmdhbdocuments/docsdir/A10602</a><br/> <a href="#">Standing Orders – Nicotine Replacement Therapy</a></p> <p>Management of nicotine dependence in Service users who smoke</p> |

No one can smoke within Tiaho Mai premises or Middlemore Hospital, buildings or grounds. This includes, visitors, Service Users, Family / Whaanau or staff. All Tiaho Mai staff must comply with the Counties Manukau District Health Board (CMDHB) Smokefree policy.

Tiaho Mai staff will not escort any Service User for the purpose of smoking, and will not smoke when on duty or when accompanying a Service User off site.

|   |   |                    |            |
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| Document ID:  | A108393                                     | CMH Revision No:   | 2.0        |
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## Smokefree Tiaho Mai Procedure

Staff members are to be encouraged not to smoke whilst on their breaks at work, as tobacco smoke is a trigger for smokers in a Smokefree Environment, in line with the CMDHB Smokefree policy, definition of the Smokefree Environment. Support will be provided by CMDHB Occupational Health Service for any staff member who wishes to quit smoking

## Procedure

| Step | Action   |
|------|--|
| 1.   | <p><b>Assessment of Tobacco Use</b></p> <ul style="list-style-type: none"> <li>All staff members will complete the ABC for smoking cessation programme within their educational training time.</li> <li>Tiaho Mai staff members will offer smoking cessation support to Service Users who smoke by following the national ABC for smoking cessation model and document support provided to the Service User within multidisciplinary team documentation.</li> <li>All Service Users that smoke will have nicotine replacement therapy (NRT) offered as per the CMDHB Nicotine Replacement Therapy Standing Order on admission and will be assessed for nicotine withdrawal for 3 consecutive days.</li> <li>Documentation of the nicotine withdrawal assessment will be filed in the Service User's clinical record.</li> </ul>  |
| 2.   | <p><b>Management of Nicotine Withdrawal</b></p> <ul style="list-style-type: none"> <li>Service Users who smoke tobacco are to be kept as comfortable as possible whilst not smoking with the use of nicotine replacement therapy (NRT) at an effective dosage. See Nicotine Dependent Service users - Guidelines for Withdrawal Management, for nicotine replacement therapy dosing.</li> <li>Assessment of nicotine withdrawal is to continue for at least 72 hours after admission and dosage adjustments made as required. All Service Users should be offered inclusion in Tiaho Mai's smoking cessation recovery programme and its group.</li> </ul>  |
| 3.   | <p><b>Management of Tobacco Use in Tiaho Mai</b></p> <ul style="list-style-type: none"> <li>On admission to Tiaho Mai, staff will provide a copy of the CMDHB Smokefree Policy pamphlet to all the Service Users and their family/whaanau</li> <li>Staff members will request all Service Users to relinquish all smoking related products on admission. This may include a search of the Service User and property. (See Searching Service users, their Rooms and Personal Effects – Policy.)</li> <li>Staff will inform all visitors of the CMDHB Smokefree policy and management of tobacco use at Tiaho Mai.</li> <li>Family / Whaanau will be asked to remove smoking related products from Tiaho Mai that are given to them by Service Users. Any remaining smoking related products will be stored and returned to the Service User on discharge from Tiaho Mai or Middlemore Hospital. Any concerns raised by families/whaanau with this Smokefree policy should initially be addressed by the nurse in charge</li> <li>Service Users who have unescorted ward leave and smoke must be requested to</li> </ul> |

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## Smokefree Tiaho Mai Procedure

|    |   |
|----|---|
|    | relinquish any smoking related products on their return. These will be returned to the service user on discharge from Taiho Mai or Middlemore Hospital  |
| 4. | <p><b>Management of Tobacco Use by Visitors to Tiaho Mai</b></p> <ul style="list-style-type: none"> <li>• In the first instance, all visitors will be informed about the CMDHB Smokefree policy and given the opportunity for a discussion on the rationale for its implementation</li> <li>• Visitors are to be informed that supplying smoking related products is a breach of the CMDHB Policy. Visitors that continue to supply tobacco products against advice may have conditions applied to their visiting rights.</li> <li>• To assist the Service User in remaining smoke free, and by not providing a visual cue to smoke, staff will request visitors not to smoke within view of Tiaho Mai service users as doing so on CMDHB grounds is in breach of the CMDHB Smokefree Policy</li> </ul> |
| 5. | <p><b>Discharge Planning</b></p> <ul style="list-style-type: none"> <li>• All service users who smoke tobacco are to be reviewed by the medical team on discharge and a smoke free plan discussed at the discharge planning meeting for ongoing support for nicotine replacement therapy and smoking cessation. This plan is to be documented in Tiaho Mai discharge summary letters, and followed up by community teams who provide their care within the community setting.</li> </ul>  |

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## Definitions

Terms and abbreviations used in this document are described below:

| Term/Abbreviation        | Description   |
|--------------------------|---|
| Smoking related products | This is defined as tobacco cigarettes, loose tobacco, pipes, herbal high cigarettes, cigarette papers, cigarette filters, lighters, and matches or flints   |
| Smokefree Environment    | This includes: CMDHB buildings, sites, grounds, offices and vehicles are smokefree at all times. Staff can also not smoke where services to service users are being provided off-site (e.g. home visits, community based clinics) or where staff are representing CMDHB outside the organisation (e.g. community)   |
| Standing order           | A Standing Order is a written instruction issued by a medical practitioner, or dentist, in accordance with the regulations, authorising any specified class of persons engaged in the delivery of health services to supply and administer any specified class or description of prescription medicines, restricted medicines, pharmacy-only medicines, or controlled drugs to any specified class of persons, including circumstances specified in the instruction, without a prescription (Ministry of Health, 2002).<br><br>Thus a Standing Order enables a person who is not a medical practitioner to supply and/or administer delineated prescription medicines |

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