



## *Ambulatory Clinic Policy and Procedure*

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| Title: <b>SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT</b>       | Policy Number: <b>EP 1.16</b> |
| Regulation Reference: 25 Texas Administrative Code, §703.20 | Effective Date: <b>4/2019</b> |

### **Policy Statement:**

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to provide for the health and safety of students, faculty, and staff by controlling fire hazards and providing an environment free of smoke and other disturbing and/or disruptive inhalants in all ambulatory clinic settings. As a health care institution, TTUHSC El Paso is committed to the establishment and enforcement of a healthier environment.

### **Scope and Distribution:**

This policy applies and will be distributed to all Texas Tech Physicians of El Paso ambulatory clinics.

### **Procedure:**

1. In the interest of providing a smoke-free environment, smoking is prohibited in all clinical areas. TTUHSC El Paso prohibits tobacco use in a TTUHSC El Paso facility or anywhere on the grounds of any TTUHSC El Paso facility, to include a leased facility/space. Signage will be posted at main building and vehicular drive entrances on the campuses stating that tobacco use is prohibited. Additional tobacco-free signs may be posted in select exterior areas and within all buildings as necessary to ensure compliance. HSC OP 10.19 Attachment "A" indicated typical signage that may be used under this policy.
2. Use of electronic cigarettes (e-cigarettes) is prohibited in all clinical areas and the interior spaces of TTUHSC El Paso facilities. Use of electronic cigarettes is permitted on TTUHSC El Paso property as long as it is outside the buildings. The electronic cigarette is an unapproved nicotine delivery device, unregulated by the FDA. The FDA has concluded that e-cigarettes pose acute health risks and contain detectable levels of carcinogens and toxic chemicals.
3. Employees interested in tobacco use cessation services should access the ERS website here: <https://healthselect.bcbstx.com/content/health-and-wellness-incentives/tobacco-cessation>
4. Persons having reason to complain about violations of this policy should first seek resolution of the problem by asking the smoker(s) to comply voluntarily with this policy. If resolution of the problem cannot be achieved by this means, a complaint should be made to the department head. If the department head is part of the smoking activity, the complaint should be made to the next level supervisor. Department heads or deans are advised that such complaints can be made without risk to student or employee evaluation.
5. When continued and/or obvious abuse of the policy is evident, appropriate actions will be taken by the following individuals to assure compliance.
  - a. The dean or Office of Student Affairs will be responsible for cases involving students.
  - b. The dean of the appropriate school will be responsible for cases involving faculty and staff within their school.
  - c. The chief of police will be responsible for handling cases involving individuals who are not student, faculty, or staff of TTUHSC El Paso.



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- 6. Violations of this policy are subject to disciplinary action as stipulated in HSC Operating Policy and Procedure 70.31 as appropriate.

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| Policy Number: <b>EP 1.16</b>   | Original Approval Date: <b>5/2014</b> |
| Version Number: <b>2</b>  | Revision Date: <b>4/2019</b>          |
| Signatory approval on file by: Juan Figueroa M.D. Director of Clinical Operations<br>Clinic Operations Committee, Chair<br>Texas Tech University Health Sciences Center El Paso |                                       |