

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Quality Assurance
Standard Title	Smoking, Vaping, E-Cigarettes
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Approved by: Paula Jubic, Executive Director	

Standard:

It is a core value of Catholic Charities Disabilities Services (CCDS) to promote the health and wellbeing of the individuals we support and those who support them. To support this value we expect the following:

1. No smoking, vaping, or use of e-cigarettes is allowed inside any residence, program area, office or vehicle operated by CCDS.
2. CCDS staff will not smoke, vape, or use e-cigarettes while in the presence of an individual to whom they are providing services. While no CCDS staff will encourage an individual they support to smoke, vape, or use e-cigarettes when an individual who lives in a CCDS residence would like to accompany staff to the designated smoking area at the residence, they may do so.
3. Smoking is only allowed outdoors on the grounds of programs, offices or residences operated by CCDS and as approved by the staff member's supervisor or in compliance with an approved smoking break schedule. Individuals and staff may only smoke in designated smoking areas.
4. Each residence will have a designated smoking area, located at least thirty (30) feet from the residence. Best practice is to locate the smoking area fifty (50) feet from the residence. If there is no available spot that can be designated which is 30 feet from the building, the designated area will be sited as far away from the building as possible while still remaining on the property. If it is not possible to designate a smoking area at a particular residence, staff may smoke in their personal automobile.
5. Each designated smoking area will have smoking remnant receptacles, specifically designed for the purpose, to be used to dispose of cigarette butts.
6. Each house will implement and post a schedule to empty the smoking remnant receptacles on a weekly basis.
7. During initial training and at each fire safety training refresher, staff will be reminded not to put items such as coffee cups, empty cigarette packs or other trash in the receptacle that is intended solely for cigarette butts.

Standard: *Smoking, 2011.10.21.*

8. Information on smoking cessation programs will be available to all staff and individuals supported who smoke. Annually, the Quality Assurance training department will provide smoking cessation and safe smoking practices training for individuals supported.
9. An individual who receives residential services may choose to use tobacco products. However, the following steps will be taken to discourage an individual from using tobacco and move towards usage cessation:
 - a) The concepts of tobacco cessation and safe smoking practices will be discussed with the individual at least annually by the treatment team. This can be part of the discussion of the Personal Expenditure Plan as purchasing tobacco products will be part of that discussion. It may also be brought up during the discussion of health and safety. This discussion will be documented in the individual's clinical record.
 - b) If the individual shows a desire to cease tobacco usage, the RN will schedule an appointment with the individual's primary care physician to discuss options and opportunities for cessation.
 - c) Once the method for cessation has been established the RN, QIDP, and residential management will communicate the role that Direct Support Professionals will play in this
 - d) Staff will be trained on what to say to the individual to support them in this difficult task and coach them to be successful.
 - e) Tobacco usage cessation techniques may include:
 - Immediate cessation
 - Graduated nicotine replacement (patch, gum, lozenges)
 - Counseling
 - Prescribed medication (Chantix)
 - f) Staff will assist the individual in accessing their chosen cessation technique which may include transportation to counseling appointments and/or to the pharmacy to purchase products.
 - g) No tobacco usage cessation technique may be used without the individual's consent, physician consent or prescription if necessary. Product shall be used according to prescription and manufacturer's recommendations for usage.
 - h) The individual will be responsible for the cost of purchasing tobacco usage cessation products.
 - i) The NYS Department of Health has resources available to assist both financially and through counseling resources:
 - 1-866-NY-QUITS (1-866-697-8487) or visit <http://www.nysmokefree.com/newweb/default.aspx>
 - j) The individual and RN will meet on a regular basis to discuss cessation efforts and their efficacy.

- k) If the original option for cessation is not successful or has side effects, the RN will again schedule an appointment to discuss options with the individual's primary care physician and this will be documented in the clinical record.
- l) If the individual is unsuccessful in the first attempt, the process will be repeated.