

	Quality Management Systems Procedure		
	Title: No Smoking Policy		
	Document Number- 12/QA/TVVP/2017		
	Issue Number- 01		
	Effective Date- 01. Dec.2017		
Review and Approved by: Smt. Karuna Vakati, IAS (Signed)			

Smoking is a major cause of illness and early death and the government is taking active measures to decrease smoking behavior by reducing the number of public areas in which smoking is permitted.

As one of the main providers of health services in the State of Telangana, the TVVP is committed to eliminating smoking on hospital premises, and to assisting staff, patients and visitors to achieve greater health through smoking cessation.

On 18th May 2003, the Government of India introduced a new act called **Indian Tobacco Control Act COTPA 2003** to make virtually all enclosed public places and workplaces in India smoke free. A smoke free country ensures a healthier environment, so everyone can socialize and work free from passive smoke inhalation.

Scope:

This policy applies to all persons on the TVVP Hospitals sites, including staff, volunteers, contractors, patients and visitors. The policy is applicable to all TVVP property and premises, including inside and outside of TVVP Hospital buildings and the Hospital grounds and parking areas, plus associated sites and vehicles.

Definitions:

TVVP Hospital campus/premises – grounds, buildings, vehicle parking areas, offices, TVVP Hospital owned vehicles.

Objectives:

All TVVP hospitals will provide smoke free premises and promote and support smoke free lifestyles to assist in providing a healthy environment for clinicians, staff, patients, visitors.

Implementation:

- All members of staff have a role to play in implementing and complying with this policy and are expected to be familiar with its content.
- The Medical and Nursing Superintendents, and Administrative Officer within the hospital will lead on the implementation of this policy, supported by the Quality Team.
- Other doctors and nurses within the hospital have a crucial role to play in the operationalization of the policy.

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- Staff representatives have been fully consulted on the content of this policy and will co-operate with management in its implementation, development and review.
- For contracted services, the contract or service agreement between the hospital and the service provider will specifically require that contracted staff adhere to the TVVP's No Smoking policy in every respect.
- The implementation of this Policy will be monitored by the Quality Team. The Quality Team will provide regular reports to the Medical Superintendent on compliance with this policy.

Compliance:

- TVVP Hospitals will ensure that No-smoking signage is visible and will promote smoke free lifestyles and smoking cessation through staff and public education posters and newsletters.
- All the staff will be trained on what to do if an individual smoke in the workplace.

Complaints:

- Any employee concerned that the conditions of the No-Smoking Policy are not being met should discuss this with their Quality Team / Manager and/or document the incident.
- Any member of the public who is dissatisfied with TVVP No-Smoking Policy may make a complaint via the formal complaint process.

Guidelines for Addressing Non-Compliance with the No-smoking Policy:

Staff and management will have specific roles in the enforcement of the No-Smoking policy, but it is the responsibility of all staff to ensure that there is compliance with the policy. Where non-compliance occurs with a staff member, visitor or staff of contractor and the senior personnel, is unavailable (e.g. out of hours) please document and forward to the appropriate person.

If people are observed smoking in the hospital premises, management may be contacted, either by written complaint or phone. The Manager should be informed of the location where the smoking is occurring. The Medical Superintendent will address non-compliance with their staff member and may do so in accordance with the Disciplinary Standards.

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Visitors

Visitors should be informed by staff members that TVVP Hospital buildings and grounds are smoke free and that smokers must smoke outside the premises.

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