

Managers Smoking Cessation Tool Kit



**Learn how you can support others
trying to quit smoking.**



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Overview

Background

Vanderbilt Medical Center is instituting a smoke and tobacco free campus including faculty, staff, patients, visitors and contract employees, effective Sept. 1, 2008. We recognize that this mandatory change may increase stress for managers, upper management and faculty/staff. The Tool Kit is designed to assist managers, supervisors and other leadership to identify resources to aid in the transition.

Tennessee Legislation

In 2007, Tennessee Legislation was passed and the “Non-smoker Protection Act” was signed into effect. Since that time, all middle Tennessee hospitals have agreed to not only cooperate but have taken it a step further and implemented smoke free campuses.

It’s a Health Issue

Smoking is the most preventable cause of disease and death in the U.S. Smoking contributes to and can exacerbate heart disease, cancer, stroke, lung disease, hypertension, diabetes, osteoporosis, macular degeneration, and cataracts.

<http://www.cms.hhs.gov/SmokingCessation/>

Workplaces nationwide are going smoke-free both as states and local communities pass laws prohibiting smoking in workplaces and businesses do so voluntarily to protect employees and the general public from the proven harmful effects of secondhand smoke. The 2006 Surgeon General’s report on secondhand smoke concluded that: "workplace smoking restrictions lead to less smoking among covered workers." This helps to reduce the overall costs to employers while protecting employees from secondhand smoke.

<http://www.lungusa.org/site/pp.asp?c=dvLUK9O0E&b=44459#9>



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Resources for Smoking Cessation

Resources specifically for managers:

Manager tool-kit : Work/Life Connections–EAP provides this tool-kit online and in a paper version. It is designed to help managers give support to staff and colleagues making the transition to a smoke-free life. Paper copies are available by calling Work/Life Connections- EAP at 936-1327 or at www.healthandwellness.vanderbilt.edu

Resources for all faculty/staff:

Getting Started: Visit the health and Wellness website at www.healthandwellness.vanderbilt.edu to learn about resources available for quitting tobacco use.

Self-help resources

Self-help resources are tools to help you quit on your own.

- Book: *The No-Nag, No-Guilt, Do -it -Your -Own -Way, Guide to Quitting Smoking* book. Call Health Plus at 343-8943 or email [Health Plus](mailto:HealthPlus@vanderbilt.edu) to receive a copy.
- Quitters Tool-Kit: a variety of useful items are included in this useful kit, including a book, mints, quick tips and more. Call or stop by Health Plus (343-8943), the Occupational Health Clinic (936-0955), Work/Life Connections-EAP (936-1EAP) or any of the Child and Family Centers (322-8076) to get one.



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- Try –to- Stop Quit Wizard: online support is available at www.trytostop.org where you can use the free online Quit Wizard to track your progress and get helpful tips along the way.
- Freedom from Smoking: The American Lung Association’s online program at www.ffsonline.org offers a free online smoking cessation program.

Medical resources

Some smokers need medication to help them quit smoking. If you’ve tried to quit before and had problems with nicotine withdrawal or cravings, you might want to consider medication.

- **Your Primary Care Provider (PCP):** Your PCP can provide counseling, advice on nicotine replacement and may prescribe medicine to help you quit. Find a provider by calling 936-MYMD (6963).
- **The Occupational Health Clinic (OHC) Quit Rx Smoking Cessation program:**
 - Individualized program with counseling and treatment services, including medication prescriptions, when recommended.
 - Call 936-0955 to schedule an appointment or for more information.
- **The Kim Dayani Center Smoking Cessation Program:** an 8 week program including counseling and medication (when advised) that is covered by benefits. This program is offered on-site or in your department (with four or more individuals). To register call Barbara Forbes, M.S., A.P.N., G.N.P. at 322-4751 or email barbara.forbes@vanderbilt.edu



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Support resources

Quitting smoking is tough, and many people want some support along the way. Vanderbilt provides support resources such as coaching, counseling and peer support programs.

- **Nicotine Anonymous support group:** call Work/Life Connections-EAP at 936-1327 for more information. It's hard to quit...get the support of others who understand.
- **One-on-One Coaching:** get support and encouragement as you work toward your wellness goal. Make an appointment with a Health *Plus* Wellness Coach at the front desk or by calling 343-8943.
- **Stress and Coping Skills:** learn relaxation techniques and stress resilience from a licensed counselor at Work/Life Connections-EAP. Make an appointment by calling 936-1327.
- **State of Tennessee Tobacco Quitline** – toll free phone service with personalized support from a health coach for those wanting to quit smoking or chewing tobacco. Call 1-800-QUIT-NOW. For hearing impaired call 1-877-599-3816. Online:
<http://health.state.tn.us/tobaccoquitline.htm>

Additional Resources at Vanderbilt

The Speaker's Bureau:

If you are looking for a speaker to meet with your department on the following related topics, please contact 936-1327 and we will help arrange this:

- Tobacco Cessation
- Stress Resilience
- Goal Setting



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Podcasts:

Health and Wellness offers a number of related podcasts that may be of interest:

www.healthandwellness.vanderbilt.edu

- Talking to your teen about smoking
- Setting a goal

In the Nashville Area

Nicotine Anonymous:

The Nashville chapter of Nicotine Anonymous meets at the Blakemore United Methodist Church, 3601 West End Avenue on Thursday evenings at 6 PM.

Nicotine Anonymous is a Non-Profit 12 Step Fellowship of men and women helping each other live nicotine-free lives. Nicotine Anonymous welcomes all those seeking freedom from nicotine addiction, including those using cessation programs and nicotine withdrawal aids. The primary purpose of Nicotine Anonymous is to help all those who would like to cease using tobacco and nicotine products in any form. The Fellowship offers group support and recovery using the 12 Steps as adapted from Alcoholics Anonymous to achieve abstinence from nicotine.

Frequently Asked Questions **and Answers**

Supporting Employees

- Q.** I want to support my employees who are trying to quit. What is the best way for me to do so?
- A.** As with other issues, as managers, we can support our employees by directing them to available resources. Encouraging opportunities for exercise, healthy eating choices when celebrating on the unit and other positive stress tips can help during this difficult transition. Keep in mind that leadership must ultimately be responsible for employee performance.



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Chewing Gum and Professional Appearance

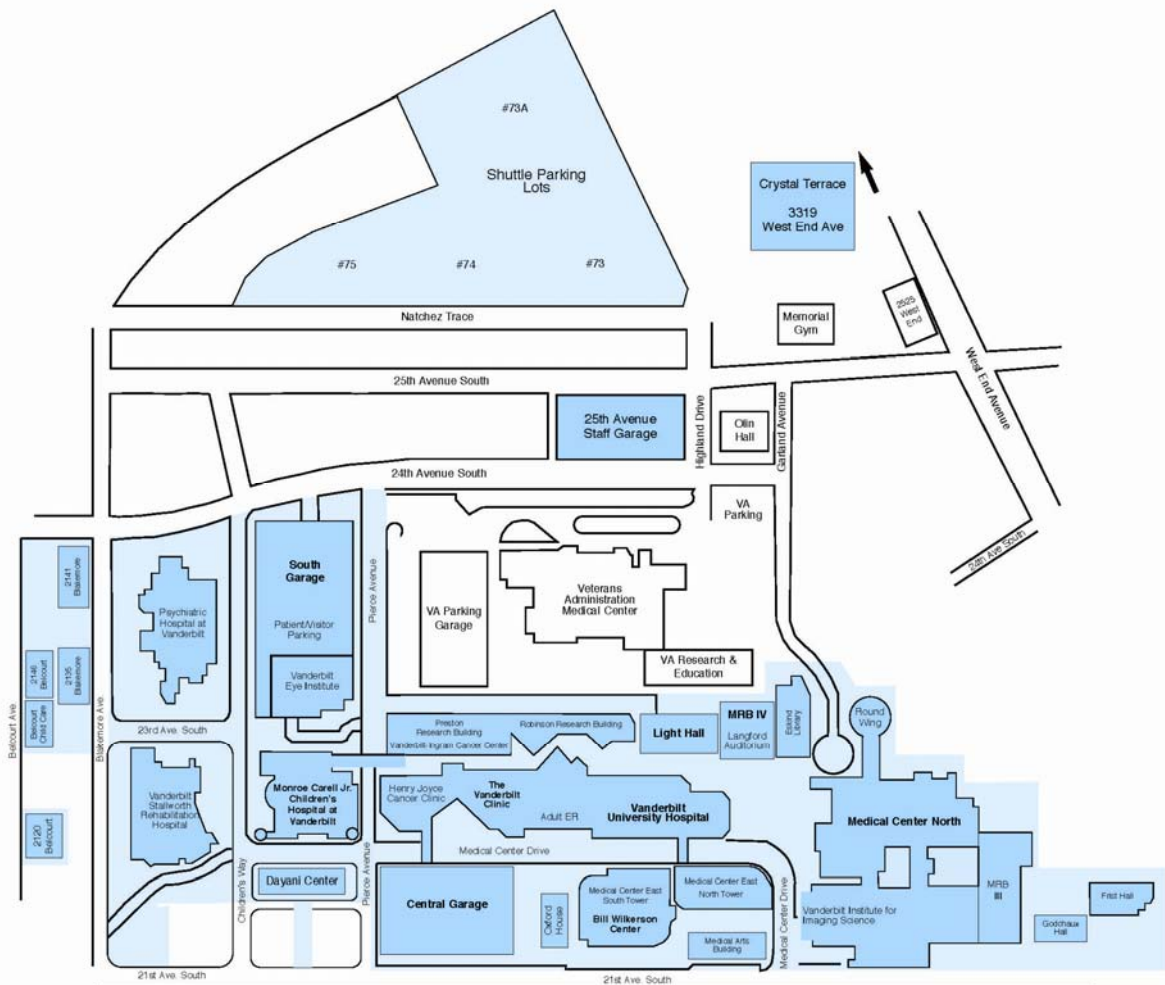
- Q.** A number of people I know have used nicotine gum to quit. I want to support my employees in kicking the habit but I don't think that chewing gum on the job looks very professional. How can I handle this?
- A.** It is important to offer your support while outlining your expectations in the workplace. Just as smokers use to light up during their breaks, they may use their break to substitute healthier options such as taking a walk, deep breathing exercises or utilizing the various aids that help them in tobacco cessation.

Policies and Enforcement

- Q.** Where is smoking prohibited?
- A.** Smoking is prohibited in all VUMC facilities including Crystal Terrace and 3401 West End and on the grounds of the Medical Center campus bounded by 21st Avenue, Blakemore Avenue, 24th Avenue, Garland Avenue, Stephenson Center Lane extending beyond behind Medical Center North, MRB IV and the School of Nursing to 21st Avenue (excluding property of the Veteran's Administration Hospital) effective September 1, 2008. (refer to the map on page 9)
- Q.** Where is smoking permitted?
- A.** Smoking is permitted outside of the Vanderbilt Medical Center property. A smoker will have outside of the VUMC property to be able to smoke or to go to a public road.



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Q. How will the policy be enforced?

A. This VMC Smoking and Tobacco Use Policy addresses the enforcement of this policy. The goal is to enhance patient care and promote health. All faculty and staff members have a responsibility to inform coworkers, patients, visitors and any other Vanderbilt employee or contracted agent of the smoking policy. Faculty and staff member violations should be reported to departmental supervisory personnel.

Q. What is an employee comes back from break smelling like smoke? What if we are short staffed?



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- A.** They would handle this situation the same if they had someone wearing too much perfume and had to send them home to change clothing.
- Q.** What happens when someone who doesn't like you complains about you smelling of smoke whether you do or not? Will we be fired or written up?
- A.** I'd hope that wouldn't happen and you will not get fired as it will be investigated by your supervisor and everyone will have to be courteous of others, it is the same as wearing a strong perfume. Now if you work in a patient area and the patients could be affected by the smell then you may be asked to go home and change your clothes.
- Q.** Can staff leave campus on their breaks to smoke?
- A.** Yes, you should be able to take a 10 or 15 minute break and smoke in an area off campus and return. If your department requires you to clock out, then you must do so. However, it is important that you don't return to your unit smelling like smoke as this can negatively impact patients.
- Q.** Do I have to clock out to go on a smoke break now?
- A.** It depends upon your individual departmental guidelines. There will be NO exceptions for smokers and you will not get a longer break to go smoke.
- Q.** Is it up to the Vanderbilt University Police to enforce this policy?
- A.** No. Primary enforcement will be the responsibility of the Smoke Patrol. The VUPD should be called only if the smoker is verbally or physically abusive and creates a hazard.
- Q.** As a Manager, what is the likely consequence to an employee who chooses not to follow the smoke-free policy on the Vanderbilt Medical center campus?
- A.** Enforcement is aligned with disciplinary procedures for violation of most other Medical Center policies:
- First infraction, formal verbal or written warning
 - Second infraction, performance improvement counseling
 - Third infraction, termination

This new policy is covered with prospective employees during the interview process and in new employee orientation.

Q. It is so hard to recruit and retain faculty, nurses and staff; I hate to have to discipline a good nurse just because they are smoking in the wrong place.

A. You are correct. It is hard to retain good nurses. It is important to help that faculty, nurses and staff recognizes the importance of modeling healthy habits to our patients. It improves our credibility when we not only “talk the talk” but live it.

Our credo states that “I will conduct myself professionally” translating into the following behaviors: I will adhere to departmental and medical center policies such as smoking...)

We care about our patients and we care about the health of our faculty and staff. The Credo states “I will conduct myself professionally” and states I will strive to maintain personal well-being. That is why we are offering programs to help those who wish to, quit. Those who chose to continue to smoke; we are requiring that they do so off campus.

Q. How should I approach a staff member who is smoking in a place that is not sanctioned? I envision an employee telling me that I am infringing upon their “right to smoke” on their break.

A. Our Credo states that I am committed to my colleagues” and behaviorally translates this to providing constructive feedback for inappropriate behaviors. What we are asking is not unreasonable. If you choose to smoke, you must do so off of the Vanderbilt Medical Center campus. Restaurants and other public places have also instituted similar policies. It is a matter of health – that is the business that we are in.

Q. How does one deal with the irritability and even anger people may express as a result of not being able to smoke if smoking is their coping mechanism?

A. Withdrawing from nicotine is difficult for many. Nicotine affects the neurotransmitters of the brain and sends out craving messages. You can acknowledge the difficulty in not having a cigarette and offer options that are available. For faculty and staff, encourage them to utilize the available resources. Visitors may be directed to an off campus location where smoking is permitted.



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Q. I am a manager and I smoke. I am not planning to quit at this time due to a number of personal issues but I do want to uphold the policies of Vanderbilt. I don't want to seem like a hypocrite for telling others to quit and know that I am continuing with the habit.

A. The choice to quit smoking is an individual choice. As with any behavioral change, internal motivation is a key. You seem to be aware that leaders lead best by example. It is important that you follow the policy in terms of where and when you smoke. That is our performance requirement. Encourage those who are motivated to quit accessing the many resources that are available.

Benefits

Q. I work for the University; will Vanderbilt help pay for the medication to help me quit?

A. Yes. Through the Kim Dayani Center's Smoking Cessation Program (322-4751) there is access to medications when advised. Through the Occupational health Clinic's Quit Rx program you can get a prescription for medication when advised, that you can take to your pharmacy.

Q. Will Chantix be available for the spouses who are covered on our health plans?

A. Yes, through the Dayani Smoking Cessation Program, when advised.

Q. Will Chantix be available for the dependants who are covered on our health plans?

A. No, but dependents can go through the Dayani Smoking Cessation Program.

Vanderbilt Benefits Available for Smoking Cessation Counseling and Medications

- Flexible Reimbursement Account/Health Care Personal Spending Account (FRA/PSA) for such expenses as co-payments, prescriptions and over the counter medication not paid for by your Vanderbilt benefit plan - <http://hr.vanderbilt.edu/benefits/fra.htm>



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- Wellness Credit earned from the Go for the Gold Wellness Incentive Program - 343-8943 or www.vanderbilt.edu/goforthegold

As Managers, it is important to take care of yourself, especially during times of transition and change.

STRESS RESILIENCE

by Jim Kendall, LCSW,CEAP

Stress is inevitable. Whether it's triggered by an attacking lion in a pre-historic jungle or by the sales quotas of the "corporate jungle" of today, it is a fact of life. Today's stress may even be more intense and unrelenting than that felt by our ancestors.

What is stress? Stress is essentially strain caused by life's challenges, burdens or pleasures. It can impact us emotionally, physically, cognitively, behaviorally, socially, and spiritually. Anything that causes a change in life is stress. Stress neither good nor bad.

I do I recognize when I am stressed? Each individual handles life's situations differently. Often time others around us can note our stress before we identify it.

- Emotionally, we may have increased anxiety, irritability, sadness, a shorter fuse, impatience or even apathy. This represents a change from our normal demeanor.
- Cognitively, our concentration and memory declines and we may be less decisive. Our sense of humor may be diminished and our ability to deal with others less tolerant.
- Physically, we may be prone to colds, aches and pains, headaches, and insomnia. Appetite and sleep may also be impacted. We may also pace, fidget, or have an exacerbation of nervous habits (nail-biting, smoking, foot-tapping, chatter, etc). Some people turn to alcohol or drugs to self-medicate. This can lead to other problems.

Looking at ourselves, we may realize we feel overwhelmed, fatigued, short with others, and unable to get control of our lives. Our response to stressors may be positive allowing us to get motivated, focused, energized, challenged, and meet a deadline. We term this as "Good Stress". Negative responses make us feel tense, anxious, angry, depressed, frustrated or overwhelmed thus "Bad Stress".

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Change requires adaptations whether it is positive or negative. (Moving, marriage, a new job, the birth of a child, divorce, or other changes are all stressful.)

- (2) Threats to our values, beliefs, our well being, or personal and financial security evokes a stress response.
- (3) The loss of control makes us feel helpless and vulnerable. (Illness, loss of a job, or relationship problems stimulate our biochemical reactions.)
- (4) Unrealized expectations cause us to feel tense, anxious, and pressured. This is stress.

What can I do about being overstressed? Our first response may be to evaluate any known causes of stress. Understand the many forces pulling on us can lead to any immediate solutions and develop a strategy to create longer term plans. Learn to accept the things that you cannot change. Try to adapt to change rather than opposing it.

STRESSAGES (Coping *stress messages* for yourself or others)

Adopt a **Stress Resilient Lifestyle** that allows you to more easily bounce back when you are under greater stress.

- **Physical Resilience** : the capability of a strained body to recover its size and shape after deformation caused especially by compressive stress
 - **Emotional Resilience** : an ability to emotionally recover from or adjust easily to misfortune, distress or change
1. Try to get 30 minutes of exercise daily – if you can't get 30 minutes, do what you can. (YOU: On a Walk: Michael F. Roizen MD and Mehmet Oz, MD, Simon & Schuster 1995)
 2. Eat 5 fruits and vegetables daily (you are what you eat) 5 a Day...CDC
 3. Aim for 7-8 hours of sleep nightly (or daily if you work nights)
 4. Embrace an Optimistic Attitude – Be mindful and purposeful (Learned Optimism: How to Change Your Mind and Your Life; Knopf Publishing, Martin Seligman, PhD 1991)



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5. Take Quiet Time for Yourself
6. Regularly Give and Seek Receive – Be grateful, appreciative and thank others
Floyd, Kory, Communicating Affection: Interpersonal Behavior and Social Context (Advances in Personal Relationships) Cambridge University Press, 2006
7. Seek satisfaction in your social and love life – develop support systems and nourish friendships (Gabbe S, Melville J, Madel L, Walker, E , “Burnout in chairs of obstetrics and gynecology: diagnosis, treatment and prevention.” 2005).
Live life according to your values and beliefs-(Life Matters A. Roger Merrill and Rebecca Merrill, 2003)
8. Seek balance in your life – “I will strive to maintain personal well- being and balance of work and personal life”- (VUMC Credo)
9. Organize and manage your time wisely

Reach out for help.

During times of higher stress, some people need additional resources. Work/Life Connections-EAP provides confidential, professional counseling assessments, brief therapy and referrals to Vanderbilt faculty and staff to promote problem-solving and stress resilience. For a confidential appointment call 936-1327.

How Can I Offer Support to others trying to Quit Smoking?

1. Give them positive encouragement to lead a healthy lifestyle.
2. Recognize that making personal changes can be stressful.
3. Give feedback if you know that a person’s personal struggles are interfering with job performance.
4. Get guidance from Work/Life Connection-EAP by calling 936-1327.



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