

NICE GUIDANCE PH48 TOOLKIT

DOCUMENT 3: ROLES AND RESPONSIBILITIES

(Name) NHS Trust went smoke-free on

It is vital to reinforce this with **ALL** patients, visitors, and staff

To mobilise cultural change the key to success is that it is EVERYONES business to act when someone is seen in breach of the policy.

This does not have to be confrontational; a polite reminder is often all it takes.

SENIOR MANAGERS

For success of the Smokefree policy, it is essential that it is supported at the highest level. Understanding and endorsement of all aspects of the Smokefree agenda should be provided at Executive level. It is recommended that the Smokefree Programme Lead should be either a Clinical / Medical Director, or Director/Head of Nursing.

There should be a dedicated Smokefree Project Lead to deliver all operational aspects of the Smokefree agenda who is appointed under a substantive contract.

Sufficient resources must be made available to ensure effective clinical support for temporary abstinence / smoking cessation, and to sustain cultural change.

MANAGERS

The Smokefree policy, as any other Trust policy, should be adhered to by ALL staff. There should be clear understanding throughout the Trust that failure to do so may result in disciplinary action. However, a supportive rather than punitive approach should be taken where possible.

Managers are responsible for ensuring that the staff they line-manage are aware of the Smokefree policy and comply. This includes smoking behaviour by staff themselves, or by facilitating and / or turning a blind eye to patients and visitors who may be smoking on site.

Managers are likely to know which of their staff members smoke. They should offer support, advice and referral to support services to help them remain Smokefree whilst at work, or to stop altogether if they feel ready to do so. They should refer people to occupational health and signpost to the Trust intranet or website where they can find advice and support.

The Trust Smokefree policy should be discussed during performance development reviews where relevant.



ALL STAFF

The Smokefree policy is **everyone's** business. This means both complying and enforcing the policy. Guidance below offers examples of how the subject can be approached, avoiding confrontation. The Trusts' comprehensive communication plan should already have made people aware of the policy, to expect to be reminded of it if they are seen smoking on site, and to be asked to adhere.

What to do if you see a patient smoking on site:

If you know the patient and feel safe to do so, remind them politely and tactfully that smoking isn't permitted in the grounds; ask them to put the cigarette out; suggest that they speak to a ward nurse about getting help to manage without smoking.

If you don't know the patient, try to establish which ward or department they are from, and report to the ward manager or person in charge at the time, so that a proper, sensitive discussion can take place about using a NRT or Varenicline to support abstinence or cessation during their time in hospital.

If the conversation develops and it feels appropriate, offer referral or signposting to stop smoking services.

What to do if you see a visitor smoking on site:

Remind the visitor politely and tactfully that smoking isn't permitted on the hospital grounds; ask them to put the cigarette out and suggest that they speak to someone for support to help them go Smokefree during their visit to the hospital. [\[Insert details of the support, which is available to visitors within your Trust, and how to access it\]](#).

Saying something like 'I need to remind you that the Trust doesn't allow smoking on the hospital grounds, would you mind not smoking here?' is usually enough to encourage compliance. Then move on. You are not expected to stay in the conversation or become involved in an argument. [\[Insert link to any tools your Trust provides staff to help with this conversation i.e. Information Credit Card; Tannoys etc\]](#).

If it is a member of staff who is smoking:

Smoking on the grounds by staff is a disciplinary matter. This should be raised with the member of staff's manager and dealt with in the same way as any other breach of Trust policy. A supportive approach should be taken initially but any repeated failure to comply should result in disciplinary action.

