

Tobacco-Free Campus Implementation Checklist

- Proposal to hospital board to establish a tobacco-free campus.
- Announce statement of intent and establish a task force to plan implementation. Include all departments, smokers and non-smokers. Contact Georgia Hospital Association for assistance.
- Gather information including:
 - Medical, economic, and social impact of tobacco use in your state or community
 - Policies from other hospitals
 - Policies from state and national entities
 - Facility-specific items that could be barriers to implementation (such as existing contracts)
 - How many people use tobacco products and what kind they use
 - Your current tobacco policy
 - Legal issues including labor union policies if applicable
 - Budget estimates (cost of implementation and maintenance)
 - Special concerns such as psychiatric patients, long term care, or terminally ill
- Develop a timeline. Set a specific date to go tobacco-free.
- Draft an implementation plan. Send for Review by all groups.
- Revise plan based on feedback. Finalize the plan.
- Set up training schedules and coordinators.
- Identify hospital and local resources for tobacco cessation. Verify/acquire staff insurance coverage of tobacco cessation products.
- Six months prior to implementation, announce the plan to the hospital staff and the community. Offer and promote tobacco cessation services to employees and families.
- Educate the staff, patients, visitors, volunteers, and vendors of the upcoming implementation date.
 - Training sessions for all staff members
 - Feedback sessions for staff
 - Distribute materials via emails, paycheck stuffers, departmental bulletin boards
 - Post signs with implementation date throughout the hospital
 - Include flyers in all admissions info
 - Post notice in all current smoking/tobacco use locations
 - Prepare and distribute local news articles
- Arrange for hospital pharmacy to carry tobacco cessation pharmaceutical products in sufficient quantity. Set up protocol for distribution.
- Plan "First-Day" Ceremonies
- Remove all tobacco waste receptacles.
- Post new signs throughout the facility and the campus.

