

18/7/19

Freedom of Information request 014830 – Smoking Services

The Trust is now a smoke free site, see attached Smoke Free Policy and see more details on the Trust website <http://www.dgft.nhs.uk/patients-and-visitors/your-visit-to-hospital/smoking/>

**Request 1:**

Please confirm or deny if you are currently, or have been in any year since 2015-16, commissioned to provide stop smoking services - confirm

If confirm, please provide your allocated budget for

a) this financial year (2019-20) - Not applicable, The Trust no longer has a general stop smoking service on site, the service was funded by the Local Authority but they stopped the funding at the end of 17/18

The Trust refers people to Solutions For Health, 'Let's Get Healthy' <https://lets-get.com>

b) each of the previous years to 2015-16 that you have been commissioned to deliver the service  
2018/19 – Not applicable, the Trust no longer has a general stop smoking service on site, the service was funded by the Local Authority but they stopped the funding at the end of 17/18.

The Trust refers people to Solutions For Health, 'Let's Get Healthy'

2017/18 - £58,034

2016/17 - £58,034

2015/16 - £58,034

Please confirm or deny if you have access to an on-site stop smoking service

Deny, there is no on-site stop smoking service, the Trust refers to Solutions For Health, 'Let's Get Healthy' <https://lets-get.com>

**Request 2: -**

Please confirm or deny if you have a) pharmacotherapies and b) licensed nicotine-replacement therapies on your hospital formularies – Confirm

If confirm, please list (i) the relevant therapies included on your formularies

Nicotine Replacement Therapy (NRT) –

NICOTINE (NIQUITIN CLEAR) 14 mg Patch 7 Patch Pack

NICOTINE (NIQUITIN CLEAR) 21 mg Patch 7 Patch Pack

NICOTINE (NIQUITIN CLEAR) 7 mg Patch 7 Patch Pack

NICOTINE (NICORETTE - ICY WHITE) 2 mg Chewing Gum 25 Chewing Gum Pack

NICOTINE (NICORETTE - ICY WHITE) 2 mg Chewing Gum 30 Chewing Gum Pack

NICOTINE (NICORETTE INVISI) 15 mg Patch 7 Patch Pack

NICOTINE (NICORETTE INVISI) 10 mg Patch 7 Patch Pack

NICOTINE (NICORETTE INVISI) 25 mg Patch 7 Patch Pack

NICOTINE (NICORETTE MICROTAB) 2 mg Sublingual Tablets 100 Tablet Pack

NICOTINE (NICORETTE QUICKMIST) 1 mg / metered application Oral Spray 13 mL Pack

NICOTINE (NICORETTE) 10 mg Inhalator 42 Inhalator Pack

NICOTINE (NICORETTE) 10 mg Inhalator 6 Inhalator Pack

NICOTINE (NICORETTE) 15 mg Inhalator 36 Inhalator Pack

NICOTINE (NICORETTE) 15 mg Inhalator 4 Inhalator Pack

NICOTINE (NICORETTE) 15 mg Patch 7 Patch Pack  
NICOTINE (NICORETTE) 2 mg Chewing Gum 105 Chewing Gum Pack  
NICOTINE (NICORETTE) 4 mg Chewing Gum 105 Chewing Gum Pack  
NICOTINE (NICORETTE) 5 mg Patch 7 Patch Pack  
NICOTINE (NICORETTE) 500 micrograms per metered dose Nasal Spray 1 Administration Pack Pack  
NICOTINE (NICOTINELL MINT) 2 mg Lozenges 96 Lozenge Pack  
NICOTINE (NICOTINELL) 21 mg Patch 7 Patch Pack  
NICOTINE (NIQUITIN CQ) 2 mg Lozenges 72 Lozenge Pack  
NICOTINE (NIQUITIN CQ) 4 mg Lozenges 36 Lozenge Pack  
NICOTINE (NIQUITIN CQ) 4 mg Lozenges 72 Lozenge Pack  
NICOTINE (NIQUITIN CQ) 4 mg Mini Lozenge 20 Lozenge Pack  
NICOTINE (NIQUITIN CQ) 4 mg Mini Lozenge 60 Lozenge Pack  
NICOTINE (NIQUITIN MINT) 4 mg Chewing Gum 96 Chewing Gum Pack  
NICOTINE (NIQUITIN) 1.5 mg Mini Lozenge 60 Lozenge Pack  
NICOTINELL (FRUIT FLAVOUR) 2 mg Chewing Gum 96 Chewing Gum Pack  
VARENICLINE tablets  
BUPROPION tablets

- (i) the first-line therapy recommended - NRT
- (ii) the main form of treatment received by patients - NRT

**Request 3:**

Please confirm or deny if you have on-site shops selling a) licensed nicotine-replacement therapies, b) unlicensed quitting aids and c) e-cigarettes - Deny

**Request 4:**

Please confirm or deny if you have policies in place to implement NICE guideline PH48, Smoking: acute, maternity and mental health services, with regards to recommendations for:  
The Trust is not a mental health service.

- a. Ensuring immediate access to stop smoking pharmacotherapies and a range of licensed nicotine-replacement therapies for patients who smoke - Patient's, visitors and staff are referred to Solutions For Health, Let's Get Healthy.
- b. Ensuring the sale of stop smoking pharmacotherapies and licensed nicotine-replacement therapies in hospital shops - N/A
- c. Ensuring care pathways deliver continuity between hospital and primary care stop smoking services (including any referral pathways) - See Smoke Free Policy below
- d. Encouraging patients using unlicensed quitting aids to switch to licensed quitting aids - Can you please confirm what are classed as unlicensed quitting aids?

**Request 5:**

**Please provide your annual budget for stop smoking support -**

- The Trust no longer has a general stop smoking service on site, this service was funded by the Local Authority but they stopped the funding at the end of 17/18

**Request 6:**

Please confirm or deny if there are any requirements from your local CCG to ration treatment options for people who smoke; if confirm, please provide details - Deny

## THE DUDLEY GROUP NHS FOUNDATION TRUST

### SMOKE FREE POLICY

#### 1. INTRODUCTION

As a major provider of health care The Dudley Group NHS Foundation Trust should lead and set an example in providing a totally smoke free environment to help aid patients recovery, promote health and wellbeing and minimise the risks of complications attributed to smoking tobacco and second hand smoke. This document sets out the Trust's policy on achieving a smoke free environment.

#### 2. STATEMENT OF INTENT/PURPOSE

The implementation of this policy supports The Dudley Group NHS Foundation Trust ambition to improve the health and wellbeing of staff, contractors, patients and visitors. DGHFT understands that smoking can have a detrimental effect on an individual's health and that second hand smoke adversely affects the health of all those who come into contact with it. DGHFT acknowledged the individual's choice to smoke, and whilst not forcing people to quit, has a duty to promote health and prevent the adverse effects of smoking to all individuals on Trust property. This policy exists to support the health and wellbeing of all staff and visitors to the Trust's premises by ensuring a smoke free environment

This policy applies to all staff, contractors and employees of other organisations who are on site, including Trust volunteers. All Trust buildings and grounds, whether owned or leased, have been deemed "smoke free".

This includes all on site residences.

#### 3. DEFINITIONS

##### Smoking

The action or habit of inhaling and exhaling the smoke of burning tobacco encased in cigarettes, pipes, cigars, or the use of e-cigarettes and vapes.

##### Smoking Cessation

The process of discontinuing tobacco smoking (NICE, 2013).

##### Second Hand / Passive smoking

Secondhand smoke (SHS) is also known as environmental tobacco smoke (ETS). SHS is a mixture of the following from burning tobacco:

- ☑ Side stream smoke –smoke from the lighted end of a cigarette
- ☑ Main stream smoke- the smoke exhaled by a smoker
- ☑ Passive smoking is the inhalation of smoke by persons other than the intended active smoker.it occurs when tobacco smoke permeates the environment causing its inhalation by people within the environment. Exposure to this SHS can cause disease, disability and lead to death.

#### 4. DUTIES (RESPONSIBILITIES)

##### 4.1. Chief Executive

The Chief Executive has overall responsibility for ensuring the Trust has appropriate arrangements in place that ensures a smoke free working environment.

##### 4.2. Directors and Line Managers

Directors and All managers will act as champions for this policy and encourage full compliance by all staff / team members. Managers will:

- ☑ Ensure that this document is made available to all staff within their department and that they have read it.
- ☑ Support staff members by directing them to smoking cessation services for advice and guidance via Solutions for Health via Let's Get Healthy Clinic's. contact details can be gained from Staff Health and Well Being Department.
- ☑ Follow the Trust's Disciplinary Policy when managing issues of non- compliance with this policy
- ☑ Ensure that staff are given appropriately guidance and support in how to approach individuals about not smoking on site and the stop smoking / cessation services that are available via Solutions for Health via Let's Get Healthy Clinic's.

##### 4.3. Human Resources

Human resources provide guidance to managers and staff on the implementation of this policy.

#### **4.4 All Staff**

All staff/ employees are expected to read and understand this policy and where possible and safe to do so, encourage compliance from other staff, contractors, affiliated services, external agency staff, students, patients and visitors.

No member of staff will be disciplined for failing to inform patients or visitors of the policy. Although all staff are encouraged to make people aware of the policy, they should not put themselves at risk of physical or verbal abuse.

DGHFT recognises that at times this will / can be difficult and it is emphasised that staff should not put themselves at risk of harm or abuse in this or any situation. If required, staff should contact a senior member of staff or, where available, or security staff.

The Trust will provide appropriate guidance to allow front-line clinical staff to provide brief interventions and other advice and support to patients, including prescription of NRT upon admission to the Trust.

#### **4.5 Sub-Contractors**

The requirements of the policy will be communicated in contractual documentation for contractors and suppliers.

#### **4.6 Staff-side representatives**

Staff-side representatives support the positive benefits of a smoke free environment and will encourage staff to observe the policy.

#### **4.7 Facilities Management**

The Facilities Management Team are responsible for:-

- ☑ Displaying the appropriate smoke-free signage required by legislation and necessary to promote the implementation of this Policy.
- ☑ Providing support and advice to fire inspections, cleanliness audits and site inspections in areas where breaches of the Policy are possible, likely or appear to be occurring.

#### **4.8 Interserve**

Will continue support the Trust in reminding individuals that we are a smoke free zone, support will include regular walk around on Trust grounds by Interserve staff.

### **5. PROCESS**

#### **5.1 Staff**

The policy applies to all buildings and grounds across all sites. Staff will be informed of the Trust's Smoke Free and vape free Trust Policy as part of the recruitment corporate induction processes and also at local induction. Job advertisements and all job descriptions will include reference to this Policy.

Staff should refrain from smoking in public when representing the Trust and when attending meetings on behalf of the Trust, wherever these are held.

When staff smoke off site, uniforms or scrubs must be completely covered by a coat so they cannot be identified as Trust staff and consideration given to the lasting effects of smoke fumes when caring for patients. Scrubs are easily identifiable as uniform and should not be worn outside Trust grounds in line with the Uniform and Dress Code Policy.

#### **5.2 Vehicles**

Smoking by staff is prohibited in vehicles owned or leased by the trust. Staff who use their own vehicles for trust business journeys should not smoke in them during work hours or when they are parked on trust property this also applies to staff who are passengers. Infringing this may result in the removal of parking permits or action being taken under the Trust's Disciplinary Policy.

#### **5.3 Implementation**

All staff have a role in supporting the effective implementation of the policy both in terms of their own behaviour and to communicate the policy to patients and visitors.

All members of staff have the right to bring this policy to the attention of any other staff member who they find smoking on trust grounds / premises. Members of staff found smoking should be reminded of the trust policy and asked politely to stop smoking or to move off trust property.

If a member of staff is reported to his or her manager for smoking on Trust premises or for being aggressive or abusive when asked to stop smoking, the manager should initially talk with them, remind them of the policy and refer them to Solutions for Health via Let's Get Healthy Clinic's. If a member of staff refuses to stop smoking when asked or if there is more than one breach of this policy, despite support by the manager, the matter will be addressed through the Trust's Disciplinary Policy.

If a member of staff is found to tamper with fire safety equipment i.e. smoke alarms to avoid detection of smoking, the matter will be addressed through the Trust's Disciplinary Policy.

In the event that a member of staff from another organisation is found to be in breach of the policy, the appropriate organisation will be advised in writing.

#### **5.4 Non-compliance by patients and visitors**

All members of staff have the right to bring the policy to the attention of anyone they find smoking on a Trust site.

Line Managers will ensure that there is safe and appropriate staffing level to meet the tobacco dependence needs of patients (either to provide very brief advice or intensive behavioural support). Services who care for patients who have a higher prevalence of tobacco dependence, such as Addictions will require a much higher ratio of staff with specialist skills in order to meet the need for prompt nicotine replacement (NRT) and behavioural support and may need other solutions to support these patients.

Staff should not facilitate patients to smoke (i.e. escort a patient to the ward garden, to the hospital grounds or off site to smoke, buy tobacco products, or light cigarettes). However, there will be occasions when staff will need to support patients and this will be agreed with the relevant line manager (for example palliative care patients).

Staff are competent at identifying and recording the smoking status of every patient in their electronic record.

Line Managers and Ward Managers will ensure that systems are in place so that 1) patients are supplied with an adequate amount of NRT during periods inpatients stays and on discharge, 2) follow up plans are in place if the patient wishes to maintain their abstinence after discharge

Patient information regarding the relationship between smoking and illness (both physical and mental) is available in patient areas and is made accessible.

Information on tobacco smoke and medication interactions is available in all clinical areas and is shared with patients in a way that they understand.

Staff appraisals and personal development plans reflect an employee's training needs to deliver tobacco dependence treatment.

Patients or visitors found smoking should be informed of the Trust's policy on smoking and made aware of the no smoking signage situated around the grounds and be encouraged to be referred Solutions for Health via Let's Get Healthy Clinic's should they require further advice about going smoke-free or to help abstaining. If after being asked politely to stop smoking they continually refuse to comply with the Trust's new stance all members of staff should either enlist the assistance of a more senior member of staff or, where appropriate, contact security who have the authority to escort that person off site if its deemed necessary and safe to do so.

Guidance for asking anyone onsite to stop is:

☑ Start with a polite greeting;

☑ Inform the person we are a smoke free site;

☑ Tell them there is support available if they would like help to quit – mention Solutions4Health which they can search for on the internet. If they are staff, flyers are available from staff health & wellbeing.

☑ It could be useful to describe why we are smoke free - we are promoting a healthier lifestyle for all.

☑ If someone is aggressive in any way, please just walk away.

#### **5.5 Refusal by the smoker to comply with this policy**

As a last resort this may lead to treatment being withdrawn. This action is at the discretion of the Trust's senior management if non-compliance is deemed to be having a negative effect on an individual's treatment or recovery plan. Any complaint relating to this policy from, or on behalf of, patients should be dealt with under the Trust's Complaints Policy.

#### **5.6 Care in Private Homes**

Staff have the right to work in a smoke free and vape free environment. Patients or their carers who smoke in their own homes should be aware via an appointment letter or asked in advance by telephone to refrain from smoking for the duration of the visit.

A verbal request can also be made at the time of the visit and the client should be respectfully asked not to smoke whilst the employee is working within the environment. If the patient, carer, relative or friend chooses to continue to smoke, despite being advised that further home visits could cease, then the appropriate consultant or GP will be informed

#### **5.7 Electronic Cigarettes/ Electronic Vaping Devices**

Electronic Nicotine Delivery Systems (ENDS), also known as electronic cigarettes, e-cigs or vaporising units, are battery-powered devices delivering nicotine by heating and vaporising a solution that typically contains nicotine, propylene glycol and/or glycerol, and flavourings.

**There are two main forms of ENDS products:**

☒ Disposable - single use products which are self-contained, non-rechargeable/non-refillable and last for approximately 30-40 tobacco cigarettes.

☒ Rechargeable - multiple use products with rechargeable batteries which are re-fillable.

Due to risks of poor quality chargers, the exposed heating element being run without a guard and the toxicity of the nicotine solution "capsules", rechargeable units are banned from Trust premises. The charging of these devices (or any similar device) is not permitted on Trust premises.

**ENDS use:**

The Trust has reasonable concerns that if staff, visitors and patients are allowed to use electronic cigarettes in places where the law prohibits smoking, or where no-smoking policies are in place, individuals may be mistaken for smoking a cigarette. Consequently this may lead to the belief that smoking cigarettes is permitted or that no action will be taken if they are caught smoking. DGHFT has therefore taken the decision to prohibit the use of electronic cigarettes to support compliance with smoke free legal requirements and its own smoke free and vape free trust policy.

**In-Patients** – upon admission patients will be prescribed NRT (nicotine replacement therapy) to manage the patient's nicotine addiction and will not be able to use ENDS products on the Trust site.

**Out-patients/community patients** - cannot use ENDS products on Trust sites. Patients seen in their own home will be asked to refrain from using their ENDS product shortly before and during the visit.

**Visitors** - cannot use ENDS products on Trust sites.

**Staff** - cannot use or charge ENDS products on Trust sites.

**6. Smoking Cessation Support**

The Staff Health and Wellbeing team will provide advice and support for those who wish to stop smoking via sign posting to Solutions for Health via Let’s Get Healthy Clinic’s.

Visitors and Contractors who want advice/support should be advised to contact the local NHS Stop Smoking Service which is via Solutions for Health via Let’s Get Healthy Clinic’s.

**7. Sales of illegal tobacco products**

It is a criminal offence for anyone to sell, transport or possess illegal tobacco products. The selling/storing and dealing in any way of illegal cigarettes or tobacco within the Trust’s premises and grounds is not permitted and will be handled in accordance with the Trust’s Disciplinary Policy and in liaison with the relevant external authorities as appropriate.

**8. TRAINING/SUPPORT**

Advice and support on the implementation of this policy will be provided by Human Resources.

**9. PROCESS FOR MONITORING COMPLIANCE**

The process for monitoring the compliance of this policy can be seen at **Appendix 1**.

**10. EQUALITY**

The Dudley Group NHS Foundation Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds.

**11. REFERENCES**

Health and Safety at Work etc. Act 1974, c. Available at: <http://www.legislation.gov.uk/ukpga/1974/37/contents> (Accessed: 7 August 2018)

National Institute for Health and Care Excellence (NICE) (2013) Smoking cessation: Supporting people to stop smoking. NICE Quality Standard 43

**APPENDIX 1 – PROCESS FOR MONITORING COMPLIANCE**

|   | Lead       | Tool  | Frequency   | Reporting arrangements | Acting on recommendations and Lead(s)  | Change in practice and lessons to be shared   |
|---|------------|---|-------------|------------------------|--|---|
| Compliance will be highlighted within HR Business Partner casework i.e. through the number of appeals raised which are dealt with in accordance with the <a href="#">Grievance Policy</a> | Head of HR | HR Casework meetings and HR case tracker spread-sheet | Fortnightly | Head of HR             | HRBP / Deputy HRBP and HR Advisors will act on any recommendations and advise their Directorates as required throughout the year | Changes to policy due to actions or recommendations arising from casework will be effected HRBP's who will educate their Directorates and provide advice accordingly. |
|   |            | HR Casework Statistical reporting                     | Annually    |                        | To Trust Management Executive and subsequently to the Board  |   |