**2021 Hospital Gold Star Standards of Excellence Program**

**The Gold Star Standards of Excellence program recognizes Maine’s hospitals that are addressing smoking and tobacco use by creating and maintaining smoke and tobacco-free policies as well as implementing procedures that support tobacco-free lifestyles.** **As leaders in health care, Maine hospitals seek to optimize the health of patients and the surrounding community; hospitals provide key community support and are exemplary role models of healthy behaviors.**

All Maine hospitals are encouraged to apply for recognition. Those that meet a minimum of seven of the ten standards will be recognized with an award at the Awards Celebration event in September.

**7-8 Standards: Bronze Award**

**9 Standards: Silver Award**

**10 Standards: Gold Award**

**10+ Standards: Platinum Award**

**HOW TO APPLY**

Download and complete the application, ensuring all applicable questions have been answered; check the box next to the standards met by the hospital. The light blue bullets within each relevant standard are specific to applying for the PLATINUM LEVEL award.

Submit the application (word or PDF) with necessary attachments via email to BreatheEasy@MaineHealth.org

**QUESTIONS**

Please visit our website [www.BreatheEasyMaine.org/GSSE](http://www.BreatheEasyMaine.org/GSSE) for more information including the Guidance Document or email BreatheEasy@MaineHealth.org.

**\*Applications are due Friday October 15, 2021\***

**2021 Hospital Gold Star Standards of Excellence Program Application**

*Application can be downloaded via* [*BreatheEasyMaine.org/GSSE*](http://www.BreatheEasyMaine.org/GSSE) *website*

Hospital Name: Click or tap here to enter text.

Hospital CEO: Click or tap here to enter text. Email: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Physical Address (if different): Click or tap here to enter text.

Location(s) of additional campuses (if applicable): Click or tap here to enter text.

Application Contact: Click or tap here to enter text.Title: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

[ ]  **Tobacco-Free Policy
Standard 1:** The hospital has a 100% tobacco-free campus policy that prohibits the smoking and use of all tobacco products including cigarettes, electronic smoking devices, smokeless tobacco, snuff, chew, snus, cigars, pipes and non-FDA approved electronic nicotine delivery systems. Smoking and tobacco use by employees, patients, visitors and contractors is prohibited at all times on the hospital campus, including in parking lots, in vehicles parked on campus, at all satellite sites and at other properties the hospital owns and/or rents.

 **Requirement:** **Attach** the written policy for the hospital. **\*Platinum**

[ ]  Must include a definition of “smoking”.

[ ]  Must provide examples of prohibited products, including electronic smoking devices and/or

 other vapor products.

[ ]  Includes prohibition of smoking and tobacco use in vehicles, parking lots and in personal

 vehicles parked on hospital grounds

[ ]  Includes a prohibition of smoking and tobacco use at all locations where hospital employees

 work. The policy extends to all off-site meetings, conferences and in all hospital vehicles.

[ ]  **Thirdhand Smoke Policy
Standard 2:** The hospital has a policy and clearly defined procedures to reduce patient and employee exposure to thirdhand tobacco smoke. Procedures and materials are available for patient and visitor education regarding thirdhand smoke.

**Requirement:** Attach the written policy for the hospital. Indicate how it is communicated to employees, patients, visitors and contractors. For example, tobacco smoke odor is included in the hospital’s scent-free policy and/or language in the tobacco policy which prohibits employees from reporting to work with notable thirdhand smoke odor.

**Notes:** Click or tap here to enter text.

[ ]  **Policy Communication and Enforcement**

**Standard 3:** Written policies and procedures exist that detail the hospital’s policy (whether it is 100% tobacco-free or not) including a plan for enforcement and employee expectations. The tobacco-free policy defines staff members or departments that are responsible for enforcing the policy; including non-compliance.

**Requirement:** Include a copy of any policies/procedures that document meeting this standard with your application. At least five of the following strategies must be met in order to achieve this standard.

[ ]  All staff are required to acknowledge in writing, on an annual basis, that they have

 read/understand the tobacco-free policy.

[ ]  New staff orientations include education about the hospital’s tobacco-free policy.

[ ]  Progressive discipline for employee violations is written into the policy and made clear to all

 employees.

[ ]  Information about the tobacco-free policy is readily available on the hospital website and/or

 through the HR department.

[ ]  Employee training on how to handle policy violations with other employees, patients, and

 visitors is provided for all staff.

[ ]  Patients receive information on the hospital’s tobacco-free policy on admission and again

 during their hospitalization as necessary.

[ ]  Leadership walkabouts on the grounds are conducted during different times and days to

 approach staff, visitors, and contractors using tobacco to offer education and request

 compliance with the policy.

[ ]  Staff involvement in regular cleanup efforts to reduce tobacco-related waste on the hospital

 campus.

[ ]  Policy signage can be found throughout the grounds including at all entrances to the campus

 and buildings, in parking lots, near picnic tables and other outside seating areas, other areas

 where people tend to gather, etc.

[ ]  Other (please explain): Click or tap here to enter text.

[ ]  **Tobacco Advertising**
**Standard 4:** Advertisement or promotion of tobacco products is prohibited on the hospital’s campus and satellite facilities. This includes hospital publications and magazines subscribed to by the hospital for placement in waiting rooms.

**Requirement:** Describe efforts your hospital has taken to regulate magazines that have tobacco advertising. At least one strategy must be included to achieve this standard.

[ ]  Hospital only allows magazines without tobacco advertising.

[ ]  Stickers are placed on all donated or subscribed magazines that may contain tobacco

 advertising.

[ ]  Hospital removes tobacco advertising from magazines before allowing them in

 waiting rooms or other facility areas.

[ ]  Notices (posters, flyers, tent cards, signage, etc.) are placed in magazine areas stating

 that the hospital does not support tobacco advertising.

[ ]  Other (please explain): Click or tap here to enter text.

[ ]  **Tobacco Prevention & Treatment Education for Patients & Visitors**

**Standard 5:** Information about tobacco dependence and treatment, secondhand smoke, thirdhand smoke and local/statewide treatment resources are readily available to patients and visitors. For example, brochures about the Maine Tobacco Helpline are displayed in patient or visitor areas, patients are offered a proactive fax referral to the Maine Tobacco Helpline, hospital discharge paperwork includes treatment options and resources, patients are given information on the harmful effects of tobacco use and secondhand/thirdhand smoke and/or information on tobacco treatment methods and where to find resources are available to patients and families.

**Requirement:** Describe how these materials are accessed by patients and visitors.

Click or tap here to enter text.

[ ]  **Evidence-Based Tobacco Treatment Training for Staff**
**Standard 6:** The hospital organization supports evidence-based tobacco treatment training for staff by offering in-services on tobacco treatment and/or supports staff financially to attend trainings. Literature and resources are available on-site for staff. **Trained staff are available to provide treatment and counseling to tobacco-dependent patients.** Note:These trainings would typically have a CEU/CME attached to it.

**Requirement:** List the **number** of current employees who have been trained to deliver evidence-based tobacco treatment counseling. If there are current employees who have been previously trained in tobacco treatment, list the tobacco treatment related activities held over the **past year** that support continued education for tobacco treatment.

Click or tap here to enter text.

[ ]  Promotion (i.e. including training opportunities in a staff newsletter) and support for tobacco education and/or continuing medical educational (CME) opportunities for hospital staff. **\*Platinum Level requirement is in addition to standard\***

**Requirement:** Describe how your hospital promotes trainings and list education materials that are available to your staff. Click or tap here to enter text.

[ ]  **Patient Screening and Assistance for Tobacco Dependence**

**Standard 7:** All patients admitted to the hospital are screened for tobacco use, tobacco status is documented and patients are offered comprehensive treatment services during their stay, by designated staff. This includes tobacco dependence counseling/education at the bedside, clinical assessment and management for patients experiencing nicotine withdrawal, offering FDA-approved tobacco treatment medications, and referral to counseling post-discharge. Tobacco treatment services are evidence-based, as reflected in the Public Health Service Guideline: *Treating Tobacco Use and Dependence, 2008 Update.*

**Requirement:** Describe how patients are made aware of these services; the ways your hospital delivers them and how designated staff members are responsible for implementation.

Click or tap here to enter text.

[ ]  **Tobacco Treatment Benefits**

**Standard 8:** Tobacco treatment services are a covered benefit in the hospital health insurance package for employees and their dependents. Benefits include coverage for counseling and medication for quitting tobacco, with minimal, or no barriers to utilization (i.e. copays, out of pocket costs, limits).

**Requirement:** Describe tobacco treatment benefits provided and how they are promoted to employees.

Click or tap here to enter text.

[ ]  **Smoke-Free Community Lodging**

**Standard 9:** The hospital provides a list of local 100% smoke-free lodging for visiting patients and families in order to make healthy choices regarding their lodging. The list should be easily accessible and reviewed and updated annually.

**Requirement:** **Attach** the smoke-free lodging list that is provided to visitors and patients.

[ ]  **Tobacco Funding and Donations**

**Standard 10:** The hospital has a written policy or position statement stating it refuses all donations from the tobacco industry, and divests itself of all tobacco company stock.

**Requirement**: Provide policy language, procedures and/or guidelines that explain the hospital’s position

on tobacco industry donations. Click or tap here to enter text.

**\*Applications are due Friday October 15, 2021\***