



MISSION

To deliver the standards of quality healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.

VISION

To be the premier provider of emergency medical and healthcare services in our Big Bear Valley.

The Human Resources Committee shall be responsible for reviewing and recommending personnel policies and salary and benefit packages prior to development of the annual operating budget

**HUMAN RESOURCES COMMITTEE MEETING AGENDA
HOSPITAL CONFERENCE ROOM**

MONDAY, AUGUST 28, 2017

12:00 PM CLOSED SESSION

12:30 PM OPEN SESSION

41870 Garstin Dr., Big Bear Lake, California, 92315

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OPEN SESSION

1. CALL TO ORDER

Jack Roberts, 2nd Vice President

2. PUBLIC FORUM FOR CLOSED SESSION

Opportunity for members of the public to address the Board on closed session items (Government Code Section 54954.3). There will be a three (3) minute limit per speaker. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.

3. ADJOURN TO CLOSED SESSION

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS: *Government Section Code:

54957.6: Negotiator: Mike Sarrao

A. Continuing Union Negotiations with: UNAC & OPEIU

OPEN SESSION

1. CALL TO ORDER

Jack Roberts, 2nd Vice President

2. ROLL CALL

Shelly Egerer, Admin. Assistant

3. ADOPTION OF AGENDA*

***Denotes Action Item**

4. RESULTS OF CLOSED SESSION

5. PUBLIC FORUM FOR OPEN SESSION

Opportunity for members of the public to address the Board on items not on the agenda (Government Code Section 54954.3). There will be a three (3) minute limit per speaker on items not scheduled for action on this agenda. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.

6. DIRECTORS' COMMENTS

7. APPROVAL OF MINUTES*

A. June 26, 2017

8. OLD BUSINESS*

- None

9. NEW BUSINESS

- A. Discussion and Potential Recommendation to the Board of Directors the Human Resource Analyst Job Description
- B. Discussion and Potential Approval of the Human Resource Committee Meeting Calendar (Potential Change to Quarterly Meetings)
- C. Discussion of Human Resource Implications of the Compliance Hotline (Human Resource Issues Required to be Directed to Human Resource Department Only)

10. HUMAN RESOURCE REPORT*

Erin Wilson, Director of Human Resources

(1) Human Resource Assessment:

- Employee Performance Evaluation Update
- Human Resource Policies & Procedures
- Employee Recognition Implementation
- Smoking Cessation Staff and Community Member Education

11. ADJOURNMENT*

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
HUMAN RESOURCES MEETING MINUTES
41870 Garstin Road Big Bear Lake, Ca. 92315
June 26, 2017**

MEMBERS PRESENT: Jack Roberts, 2nd Vice President Erin Wilson, HR Director
Gail McCarthy, Secretary Shelly Egerer, Admin. Asst.
John Friel, CEO

MEMBERS ABSENT: None

STAFF: Mary Norman Kerri Jex

COMMUNITY: None

OPEN SESSION

1. CALL TO ORDER:

Board Member Roberts called the meeting to order at 12:00 p.m.

2. ROLL CALL:

Jack Roberts and Rob Robbins were present. Also, present were John Friel, CEO, Erin Wilson, Human Resource Director, and Shelly Egerer, Admin. Asst. Absent was Gail McCarthy.

3. ADOPTION OF AGENDA:

Board Member Roberts motioned to adopt the June 26, 2017 Agenda as presented. Second by Board Member Robbins to adopt the June 26, 2017 Agenda as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member Robbins- yes

4. PUBLIC FORUM FOR OPEN SESSION:

Board Member Roberts opened the Hearing Section for Public Comment at 12:00 p.m. Hearing no request to address the Committee, Board Member Roberts closed the Hearing Section at 12:01 p.m.

5. DIRECTORS COMMENTS:

- Board Member Roberts reported Board Member McCarthy could not make the HR Committee Meeting today and thanked Board Member Robbins for participating in the meeting.

6. APPROVAL OF MINUTES:

A. April 24, 2017

Board Member Roberts motioned to approve the April 24, 2017 Human Resource Committee Meeting Minutes as presented. Second by Board Member Robbins to approve the April 24, 2017 Human Resource Committee Meeting Minutes as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member Robbins- yes

7. OLD BUSINESS:

- None

8. NEW BUSINESS*

A. Discussion of the Following Job Descriptions:

- (1) Human Resource Director
- (2) Human Resource Specialist
- (3) Human Resource Employee Labor Relations Specialist

- Board Member Roberts suggests having the same job title as Human Resource Specialist with different responsibilities, this generic job description may benefit the District.
- Ms. Wilson stated that Administration is working with the HR Director to ensure that the staff can assist in both position and cross training; cross training is very important in small facilities such as ours. The job descriptions will be provided to the HR Committee for a recommendation to the Board.

Board Member Roberts stated no action required; this was discussion only.

B. Discussion of the Human Resource Department Policies & Procedures

Revise/Review Plan:

- Ms. Wilson stated that there are approximately fifty Human Resource Policies that need to be reviewed and potentially revised or archived. The majority of staff has access to Policy Tech and each department has hard copies of their policies.
- The HR Committee feels that some of these policies can be combined; employee handbook can have the information or MOU verbiage can cover some of the policies, seems the HR Department may have duplicate policies that can be archived. The committee asked that Ms. Wilson provide a plan on updating/consolidating all HR Policies and Procedures at the next Human Resource Committee Meeting.

Board Member Roberts stated no action required, this was discussion only.

9. HUMAN RESOURCE REPORT*:

A. Human Resource Assessment:

- **Employee Evaluation Update:**
 - Ms. Wilson reported that the employee evaluations are back on track and managers stepped up and completed past due evaluations.

- **Human Resource Staffing Update and Execution Plan:**
 - Ms. Wilson reported that there is discussion regarding the new FTE position for the Human Resource Department. Ms. Wilson would also like the new position to assist the HR Specialist on some of the work duties. Additional discussion took place New Business, item A.
 - Mr. Friel believes the new position is needed and justified; the Finance Committee approved this position, which was in the FY 2017/18 Budget.
- **Union Negotiations Update/Status Report:**
 - Ms. Wilson reported that there is a 90 day extension agreed to on the negotiations:
 - Extended 90 day negotiations; existing contract is to stay in place at this time
 - New UNAC Representative that is trying to obtain information from the District. Administration is trying to get the Union Meeting scheduled. There are a number of items that the District will be asking to be removed from the MOU.
 - District feels that the House Supervisors should not be involved in the negotiations; feels that this is a conflict of interest.
- **Employee Recognition Implementation:**
 - Ms. Wilson reported the following:
 - Employee recognition; 5, 10, 15 year, BBQ on patio, date is to be determined.
 - Ms. Meador has been making sure monthly departments are recognized and pictures are in the paper and posted in the Hospital.
 - Annual event outside the Hospital and provide dinner to the employees for years of service. In & Out Burger is cost efficient and employees would love In & Out.

Board Member Roberts motioned to approve the HR Report as presented. Second by Board Member Robbins to approve the HR Report as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member Robbins- yes

10. ADJOURNMENT:

Board Member Robbins motioned to adjourn the meeting at 12:53 p.m. Second by Board Member Roberts to adjourn the meeting. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member Robbins- yes



Job Description and Performance Review

Title: Human Resource Analyst

Employee:

Reports to: Director of Human Resources

Department: Human Resources

Salary Level:

Exempt/Non-Exempt: Non-Exempt

Effective Date:

Re-evaluation Required:

Position Summary

Primary Purpose

Under general guidance of the HR Director, the Human Resources Analyst position is responsible for performing human resources administrative work and providing analysis of various human resource programs and initiatives.

Essential Functions

- Administer assigned functions such as recruitment, onboarding, collecting and analyzing data, compliance reporting.
- Track trends and developments in assigned functional areas.
- HRIS administration.
- Gather information for employee relations and labor relations issues and work with the HR Director on any issues.
- Administration of benefit plans including enrollments, changes and billing reconciliation.
- Administration of compensation programs including implementing salary changes as required by the MOU, promotions, transfers and change of classifications.
- Assist HR Specialist with administration of government-regulated leaves, Worker's Compensation, EDD and COBRA.
- Assist HR Specialist with payroll administration.
- Assist with employee activities and events including wellness.
- Train employees/managers on various topics.
- All other duties as assigned.

Competencies

Business Acumen
Effective Communication
Cultural Awareness
Ethical Practice

Qualifications

Skills and Abilities Required

- 2+ years of Human Resources experience preferred

- Union experience preferred
- Strong interpersonal skills
- Ability to maintain confidentiality
- Excellent verbal, written and listening skills
- Computer literacy in Microsoft Office
- Experience with HRIS programs. ADP preferred

Education and Training

- High School or equivalent.
- College degree in related field preferred.

Physical Requirements

Activity	Percent of Shift
Sitting	90%
Standing/walking	10%
Crawling/Climbing	5%
Bending Over	60%
Reaching Overhead	60%
Crouching/Kneeling	30%
Lifting up to 20 lbs –	Often
Repetitive Use of Foot Control	Seldom
Repetitive Use of hands	Seldom
Firm Grasping with Hands	Often
Fine Dexterity with Hands	Often
Operation of Car or other Vehicle	Seldom
Exposure to Dust, Gas, Fumes	Seldom
Exposure to Marked Changes	Seldom
Exposure to Marked Physical Exertion in excess of 5 minutes	Often

Sensory Requirements:

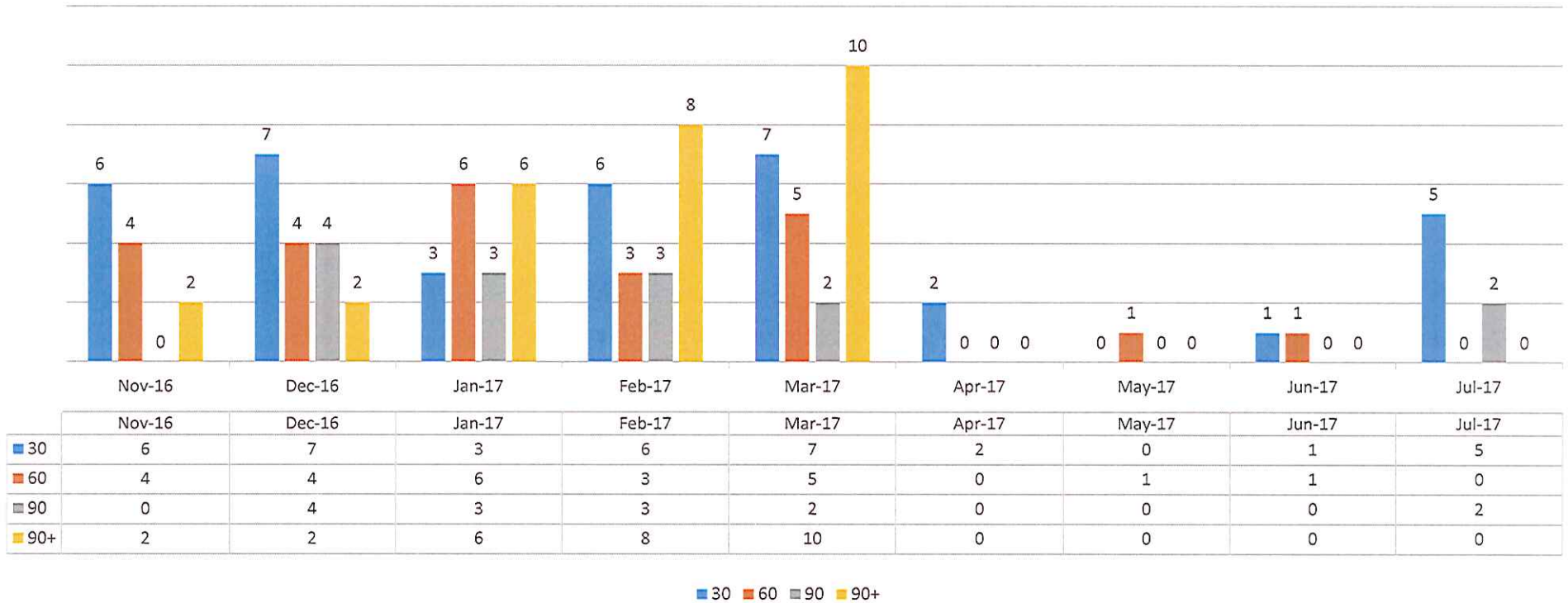
Verbal Articulation
 Non-Verbal Communication
 Hearing
 Sight
 Smell/Taste
 Touch



HR Committee Report
August 2017

HR Department Staffing Update	New HR Position Job Description for Approval HR Analyst: <ul style="list-style-type: none">• See Attached
Employee Performance Evaluations	See Attachment
Policy and Procedure	Plan for Policy Consolidation: <ul style="list-style-type: none">• Currently reviewing/updating/combining HR Policies for Just Culture• After completion with Just Culture review, focus on combining like/duplicate policies for consolidation
Employee Recognition	<ul style="list-style-type: none">• Years of Service Recognition– September 11th (rescheduled due to negotiations)• BBQ on the patio• Looking at dates/venues for Christmas party
Smoking Cessation	See attached information regarding resources through EAP
Labor Negotiations Update	Mike Sarrao, Labor Negotiator


Past Due Evaluations





MEMO

Date: August 17, 2017
To: Planning & Facilities Committee
From: John Friel, CEO
Re: Smoking Cessation for Staff



Attached you will find information from Mutual of Omaha for our Employee Assistant Program (EAP). Our EAP provides numerous information to employees one being "Quit Smoking". The items in this packet provides an overview of what the employees have available to assist in quitting smoking.

The Administration Team along with nursing staff is working towards a Smoking Cessation Program that the District will provide to all employees and community members.

Smoking harms nearly every organ of the body, causing many diseases and affecting the health of smokers in general. Quitting smoking has immediate as well as long-term benefits for you and your loved ones.

While quitting is hard – and may even require several attempts – the health benefits are well worth the effort. You greatly reduce the risk of developing serious health problems, many diseases and even death.

Related Content

[CDC: Quit Smoking](#)

[Quit Smoking Your Way: Creating a Personal Smoking Cessation Plan](#)

[National Library of Medicine: Quitting Smoking](#)

Any Questions?

Visit our [About page](#) for additional information about EAP services.



Smoking & Tobacco Use



(/tobacco/about/osh/program-funding/index.htm)

2 of 5



FAST FACTS

Learn more about how cigarette smoking and secondhand smoke cause disease, disability, and death.

[More >](#)



TIPS® CAMPAIGN

Hear personal stories from former smokers and access free resources, including Quitguide App and 1-800-Quit-Now.

[More >](#)



STATE FACT SHEETS

View National Tobacco Control Program fact sheets for all 50 states and the District of Columbia.

[More >](#)



OSHDATA

Explore the STATE System and other tools for gathering comprehensive tobacco prevention and control data.

[More >](#)

OFFICE ON SMOKING AND HEALTH

Learn the mission, vision, goals, organization, and other information about this office.

QUIT SMOKING

Links to the *Tips*® Campaign, benefits of quitting, quitting resources, and cessation materials for state tobacco control programs.

BASIC INFORMATION

Information on the dangers of tobacco use, including its health effects and details on secondhand smoke and smokeless products.

TOBACCO-RELATED DISPARITIES

Patterns, prevention, and treatment of tobacco use among population groups in the United States.

DATA AND STATISTICS

Data and other information from various sources, such as CDC surveillance systems, journal articles, and reports.

STATE AND COMMUNITY RESOURCES

Information and resources related to tobacco control programs.

GLOBAL TOBACCO CONTROL

Global Tobacco Control resources and the GTSSData, a website with data from four surveys conducted worldwide.

MULTIMEDIA & TOOLS

Access selected printable and shareable media as well as free subscription services and the Publication Catalog.

Quick Links to Tools & Resources

STATE System

Surgeon General's Reports

Infographics

Morbidity and Mortality Weekly Reports (MMWRs)

Media Campaign Resource Center

Newsroom

Global Tobacco Surveillance System Data (<http://nccd.cdc.gov/GTSSData/default/default.aspx>)

Publications Catalog (http://nccd.cdc.gov/osh_pub_catalog/Home.aspx)

Smoking & Tobacco Use Features

[CDCTobaccoFree Facebook Posts \(http://www.facebook.com/cdctobaccofree\)](http://www.facebook.com/cdctobaccofree)

[CDCTobaccoFree Posts \(http://www.facebook.com/cdctobaccofree\)](http://www.facebook.com/cdctobaccofree)

Ready to quit? Pencil it in! Planning out key steps can help you make your quit a reality. SmokefreeUS has a tool to help: <http://bit.ly/2uDMESj> (<http://bit.ly/2uDMESj>)

You deserve all of the benefits that come with staying smokefree. For free help to quit smoking, visit <http://bit.ly/CDCQuit> (<http://bit.ly/CDCQuit>) .

CDCTobaccoFree Tweets (<http://twitter.com/cdctobaccofree>)

CDCTobaccoFree Tweets (<http://twitter.com/cdctobaccofree>)

Ready to quit? Planning out key steps can help you make your quit a reality. @SmokefreeUs (<https://twitter.com/SmokefreeUs>) has a tool to help:... <https://t.co/yQ7ooJZscT> (<https://twitter.com/i/web/status/897816932463804416>)

Quitting smoking can help you be more active and improve your overall health. Visit <https://t.co/N6zYMofnEY> (<http://CDC.gov/quit>) for fre... <https://t.co/xAgOd9viEO> (<https://twitter.com/i/web/status/897206664398594049>)

File Formats Help:

How do I view different file formats (PDF, DOC, PPT, MPEG) on this site?

(<https://www.cdc.gov/Other/plugins/>)

(<https://www.cdc.gov/Other/plugins/#pdf>)

Page last reviewed: July 12, 2017

Page last updated: July 12, 2017

Content source: Office on Smoking and Health (/tobacco/about/), National Center for Chronic Disease Prevention and Health Promotion (<http://www.cdc.gov/chronicdisease/>)



How to Quit Smoking

Tips for Kicking Your Cigarette Habit for Good



We all know the health risks of smoking, but that doesn't make it any easier to kick the habit. Whether you're a teen smoker or a lifetime pack-a-day smoker, quitting can be really tough. The nicotine in cigarettes offers a quick and reliable way to boost your outlook, relieve stress, and unwind. To successfully quit smoking, you'll need to not only change your behavior and cope with nicotine withdrawal symptoms, but also find healthier ways to manage your moods. With the right game plan, though, you can break the addiction and join the millions of people who've kicked the habit for good.

Why is quitting smoking so hard?

Smoking tobacco is both a physical addiction and a psychological habit. The nicotine from cigarettes provides a temporary—and addictive—high. Eliminating that regular fix of nicotine will cause your body to experience physical withdrawal symptoms and cravings. Because of nicotine's "feel good" effect on the brain, you may also have become accustomed to smoking as a way of coping with stress, depression, anxiety, or even boredom.

At the same time, the act of smoking is ingrained as a daily ritual. It may be an automatic response for you to smoke a cigarette with your morning coffee, while taking a break from work or school, or during your commute home at the end of a long day. Perhaps friends, family members, and colleagues smoke, and it has become part of the way you relate with them.

To successfully quit smoking, you'll need to address both the addiction and the habits and routines that go along with it. But it can be done. With the right support and combination of strategies, *any* smoker can quit—even if you've tried and failed multiple times before.

Your personal stop smoking plan

While some smokers successfully quit by going cold turkey, most people do better with a plan to keep themselves on track. A good plan addresses both the short-term challenge of quitting smoking and the long-term challenge of preventing relapse. It should also be tailored to your specific needs and smoking habits.

Questions to ask yourself

Take the time to think of what kind of smoker you are, which moments of your life call for a cigarette, and why. This will help you to identify which tips, techniques or therapies may be most beneficial for you.

Is it a very bad addiction (more than a pack a day)? Or are you more of a social smoker? Would a simple nicotine patch do the job?

Are there certain activities, places, or people you associate with smoking? Do you feel the need to smoke at every meal?

Do you reach for cigarettes when you're feeling stressed or down? Or is your cigarette smoking linked to other addictions, such as alcohol or gambling?

Start your stop smoking plan with START

S = Set a quit date.

Choose a date within the next two weeks, so you have enough time to prepare without losing your motivation to quit. If you mainly smoke at work, quit on the weekend, so you have a few days to adjust to the change.

T = Tell family, friends, and co-workers that you plan to quit.

Let your friends and family in on your plan to quit smoking and tell them you need their support and encouragement to stop. Look for a quit buddy who wants to stop smoking as well. You can help each other get through the rough times.

A = Anticipate and plan for the challenges you'll face while quitting.

Most people who begin smoking again do so within the first three months. You can help yourself make it through by preparing ahead for common challenges, such as nicotine withdrawal and cigarette cravings.

R = Remove cigarettes and other tobacco products from your home, car, and work.

Throw away all of your cigarettes (no emergency pack!), lighters, ashtrays, and matches. Wash your clothes and freshen up anything that smells like smoke. Shampoo your car, clean your drapes and carpet, and steam your furniture.

T = Talk to your doctor about getting help to quit.

Your doctor can prescribe medication to help with withdrawal and suggest other alternatives. If you can't see a doctor, you can get many products over the counter at your local pharmacy or grocery store, including the nicotine patch, nicotine lozenges, and nicotine gum.

Identify your smoking triggers

One of the best things you can do to help yourself quit is to identify the things that make you want to smoke, including specific situations, activities, feelings, and people.

Keep a craving journal

A craving journal can help you zero in on your patterns and triggers. For a week or so leading up to your quit date, keep a log of your smoking. Note the moments in each day when you crave a cigarette:

1. What time was it?
2. How intense was the craving (on a scale of 1-10)?
3. What were you doing?
4. Who were you with?
5. How were you feeling?
6. How did you feel after smoking?

Do you smoke to relieve unpleasant or overwhelming feelings?

Managing unpleasant feelings such as stress, depression, loneliness, fear, and anxiety are some of the most common reasons why adults smoke. When you have a bad day, it can seem like cigarettes are your only friend. As much comfort as cigarettes provide, though, it's important to remember that there are healthier (and more effective) ways to keep unpleasant feelings in check. These may include exercising, meditating, using sensory relaxation strategies, and practicing simple breathing exercises.

For many people, an important aspect of quitting smoking is to [find alternate ways to handle these difficult feelings](/emotional-intelligence-toolkit/index.htm) (/emotional-intelligence-toolkit/index.htm) without smoking. Even when cigarettes are no longer a part of your life, the painful and unpleasant feelings that may have prompted you to smoke in the past will still remain. So, it's worth spending some time thinking about the different ways you intend to deal with stressful situations and the daily irritations that would normally have you reaching for a cigarette.

Tips for avoiding common triggers

Alcohol. Many people have a habit of smoking when they drink. TIP: switch to non-alcoholic drinks or drink only in places where smoking inside is prohibited. Alternatively, try snacking on nuts, chewing on a cocktail stick or sucking on a straw.

Other smokers. When friends, family, and co-workers smoke around you, it is doubly difficult to quit or avoid relapse. TIP: Your social circles need to know that you are changing your habits so talk about your decision to quit. Let them know they won't be able to smoke when you're in the car with them or taking a coffee break together. In your workplace, don't take all your coffee breaks with smokers only, do something else instead, or find non-smokers to have your breaks with.

End of a meal. For some smokers, ending a meal means lighting up, and the prospect of giving that up may appear daunting. TIP: replace that moment after a meal with something such as a piece of fruit, a (healthy) dessert, a square of chocolate, or a stick of gum.

Coping with nicotine withdrawal symptoms

Once you stop smoking, you will experience a number of physical symptoms as your body withdraws from nicotine. Nicotine withdrawal begins quickly, usually starting within thirty minutes to an hour of the last cigarette and peaking about two to three days later. Withdrawal symptoms can last for a few days to several weeks and differ from person to person.

Common nicotine withdrawal symptoms include:

1. Cigarette cravings
2. Irritability, frustration, or anger
3. Anxiety or nervousness
4. Difficulty concentrating
5. Restlessness
6. Increased appetite
7. Headaches
8. Insomnia
9. Tremors
10. Increased coughing
11. Fatigue
12. Constipation or upset stomach
13. Depression
14. Decreased heart rate

Unpleasant as these withdrawal symptoms may be, they are only temporary. They will get better in a few weeks as the toxins are flushed from your body. In the meantime, let your friends and family know that you won't be your usual self and ask for their understanding.

Manage cigarette cravings

Avoiding smoking triggers will help reduce the urge to smoke, but you can't avoid cravings entirely. But cigarette cravings don't last long, so if you're tempted to light up, remember that the craving will pass and try to wait it out. It also helps to be prepared in advance. Having a plan to cope with cravings will help keep you from giving in.

Distract yourself. Do the dishes, turn on the TV, take a shower, or call a friend. The activity doesn't matter as long as it gets your mind off of smoking.

Remind yourself why you quit. Focus on your reasons for quitting, including the health benefits, improved appearance, money you're saving, and enhanced self-esteem.

Get out of a tempting situation. Where you are or what you're doing may be triggering the craving. If so, a change of scenery can make all the difference.

Reward yourself. Reinforce your victories. Whenever you triumph over a craving, give yourself a reward to keep yourself motivated.

Coping with Cigarette Cravings in the Moment

Find an oral substitute - Keep other things around to pop in your mouth when cravings hit. Good choices include mints, carrot or celery sticks, gum, and sunflower seeds. Or suck on a drinking straw.

Keep your mind busy - Read a book or magazine, listen to some music you love, do a crossword or Sudoku puzzle, or play an online game.

Keep your hands busy - Squeeze balls, pencils, or paper clips are good substitutes to satisfy that need for tactile stimulation.

Brush your teeth - The just-brushed, clean feeling can help get rid of cigarette cravings.

Drink water - Slowly drink a large, cold glass of water. Not only will it help the craving pass, but staying hydrated helps minimize the symptoms of nicotine withdrawal.

Light something else - Instead of lighting a cigarette, light a candle or some incense.

Get active - Go for a walk, do some jumping jacks or pushups, try some yoga stretches, or run around the block.

Try to relax - Do something that calms you down, such as taking a warm bath, meditating, reading a book, or practicing deep breathing exercises.

Preventing weight gain after you stop smoking

Weight gain is a common concern when quitting smoking. Some people even use it as a reason not to quit. While it's true that many smokers put on weight within six months of stopping smoking, the gain is usually small—about five pounds on average—and that initial gain decreases over time. It's also important to remember that carrying a few extra pounds for a few months won't hurt your heart as much as smoking will. But gaining weight is NOT inevitable when you quit smoking.

Smoking acts as an appetite suppressant. It also dampens your sense of smell and taste. So, after you quit, your appetite will likely increase and food will seem more appealing. Weight gain can also happen if you replace the oral gratification of smoking with eating unhealthy comfort foods. Therefore, it's important to find other, healthy ways to deal with stress and other unpleasant feelings rather than [mindless, emotional eating](/articles/diets/emotional-eating.htm) (/articles/diets/emotional-eating.htm).

Nurture yourself. Instead of turning to cigarettes or food when you feel stressed, anxious, or depressed, learn new ways to soothe yourself.

Eat healthy, varied meals. Eat plenty of fruits, vegetables, and [healthy fats](/articles/healthy-eating/choosing-healthy-fats.htm) (/articles/healthy-eating/choosing-healthy-fats.htm). Avoid sugary food, sodas, fried, and convenience food.

Drink lots of water. Drinking at least six to eight 8 oz. glasses will help you feel full and keep you from eating when you're not hungry. Water will also help flush toxins from your body.

Take a walk. Not only will it help you burn calories and keep the weight off, but it will also help alleviate feelings of stress and frustration that accompany smoking withdrawal.

Snack on guilt-free foods. Good choices include sugar-free gum, carrot and celery sticks, or sliced bell peppers or jicama.

Medication and therapy to help you quit

There are many different methods that have successfully helped people to quit smoking. You may be successful with the first method you try. More likely, you'll have to try a number of different methods or a combination of treatments to find the ones that work best for you.

Medications

Smoking cessation medications can ease withdrawal symptoms and reduce cravings, and are most effective when used as part of a comprehensive stop smoking program monitored by your physician. Talk to your doctor about your options and whether an anti-smoking medication is right for you. U.S. Food and Drug Administration (FDA) approved options are:

Nicotine replacement therapy. Nicotine replacement therapy involves "replacing" cigarettes with other nicotine substitutes, such as nicotine gum, patch, lozenge, inhaler, or nasal spray. It works by delivering small and steady doses of nicotine into the body to

relieve some of the withdrawal symptoms without the tars and poisonous gases found in cigarettes. This type of treatment helps smokers focus on breaking their psychological addiction and makes it easier to concentrate on learning new behaviors and coping skills.

Non-nicotine medication. These medications help you stop smoking by reducing cravings and withdrawal symptoms without the use of nicotine. Medications such as bupropion (Zyban) and varenicline (Chantix) are intended for short-term use only.

What you need to know about e-cigarettes

Since it eliminates the tar and toxic gases found in cigarette smoke, smoking e-cigarettes (vaping) is almost certainly less dangerous than smoking conventional cigarettes. While different studies have conflicting results, e-cigarettes may also be helpful in kicking the habit. However, there are some downsides to vaping:

- The liquid used in e-cigarettes contains nicotine which has many negative health effects, including high blood pressure and diabetes.
- The nicotine from e-liquid is especially dangerous to the developing brains of children and teens
- E-liquids may contain flavoring agents that can cause chronic lung disease
- Some vaporizers can generate significant amounts of toxins such as formaldehyde.

Source: *Harvard Health Publications*

Alternative therapies

There are several things you can do to stop smoking that don't involve nicotine replacement therapy or prescription medications: Ask your doctor for a referral or see Resources and References below for help finding qualified professionals in each area.

Hypnosis – A popular option that has produced good results. Forget anything you may have seen from stage hypnotists, hypnosis works by getting you into a deeply relaxed state where you are open to suggestions that strengthen your resolve to quit smoking and increase your negative feelings toward cigarettes.

Acupuncture – One of the oldest known medical techniques, acupuncture is believed to work by triggering the release of endorphins (natural pain relievers) that allow the body to relax. As a smoking cessation aid, acupuncture can be helpful in managing smoking withdrawal symptoms.

Behavioral Therapy – Nicotine addiction is related to the habitual behaviors (the “rituals”) involved in smoking. Behavior therapy focuses on learning new coping skills and breaking those habits.

Motivational Therapies – Self-help books and websites can provide a number of ways to motivate yourself to quit smoking. One well known example is calculating the monetary savings. Some people have been able to find the motivation to quit just by calculating how much money they will save. It may be enough to pay for a summer vacation.

Smokeless or spit tobacco is NOT a healthy alternative to smoking

Smokeless tobacco, otherwise known as spit or chewing tobacco, is not a safe alternative to smoking cigarettes. It contains the same addictive chemical, nicotine, contained in cigarettes. In fact, the amount of nicotine absorbed from smokeless tobacco can be 3 to 4 times the amount delivered by a cigarette.

What to do if you slip or relapse

Most people try to quit smoking several times before they kick the habit for good, so don't beat yourself up if you start smoking again. Turn the relapse into a rebound by learning from your mistake. Analyze what happened right before you started smoking again, identify the triggers or trouble spots you ran into, and make a new stop-smoking plan that eliminates them.

It's also important to emphasize the difference between a slip and a relapse. If you slip up and smoke a cigarette, it doesn't mean that you can't get back on the wagon. You can choose to learn from the slip and let it motivate you to try harder or you can use it as an excuse to go back to your smoking habit. But the choice is yours. A slip doesn't have to turn into a full-blown relapse.

I started smoking again, now what?

Having a small setback doesn't mean you're a smoker again. Most people try to quit smoking several times before they kick the habit for good. Identify the triggers or trouble spots you ran into and learn from your mistakes.

You're not a failure if you slip up. It doesn't mean you can't quit for good.

Don't let a slip become a mudslide. Throw out the rest of the pack. It's important to get back on the non-smoking track now.

Look back at your quit log and feel good about the time you went without smoking.

Find the trigger. Exactly what was it that made you smoke again? Decide how you will cope with that issue the next time it comes up.

Learn from your experience. What has been most helpful? What didn't work?

Are you using a medicine to help you quit? Call your doctor if you start smoking again. Some medicines cannot be used if you are smoking at the same time.

More help for addictions

[Stress Management: \(/articles/stress/stress-management.htm\)](/articles/stress/stress-management.htm) Simple Tips to Get Stress in Check and Regain Control of Your Life

[Relaxation Techniques: \(/articles/stress/relaxation-techniques-for-stress-relief.htm\)](/articles/stress/relaxation-techniques-for-stress-relief.htm) Using the Relaxation Response to Relieve Stress

[How to Lose Weight and Keep It Off: \(/articles/diets/how-to-lose-weight-and-keep-it-off.htm\)](/articles/diets/how-to-lose-weight-and-keep-it-off.htm) Dieting Tips that Work and Won't Make You Miserable

Resources and references

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