

COXHEALTH

SYSTEM POLICY – Organization (ORG)

TITLE: Tobacco-Free Environment

SUBMITTED BY: Steve Edwards, CEO

APPROVED BY: Board of Directors

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PURPOSE: As a healthcare organization, Lester E. Cox Medical Centers (“CoxHealth”) strives to provide the healthiest, most comfortable environment possible to its patients, visitors, and Staff. CoxHealth is committed to providing an environment that promotes health and well-being. In accordance with its philosophy to promote health and well-being, and the convincing evidence of the negative effects of tobacco use (to both smokers and those suffering the effects of second-hand smoke), it is CoxHealth’s intent to maintain a tobacco-free environment. CoxHealth will accomplish this by developing a policy and procedure, in compliance with the Springfield Smokefree Air Act, Missouri and federal law, which prohibits the use of Tobacco Products throughout the Hospital and its facilities.

POLICY: The use of Tobacco Products is not permitted at any time, during and beyond working hours within Hospital and its Facilities. Employees hired after November 21, 2013 are required to maintain tobacco-free status at all times, in and away from the workplace. In addition,

- Staff hired prior to November 21, 2013 is prohibited from using Tobacco Products within 500 feet of Hospital and its Facilities (including public right of ways) during Staff’s regularly scheduled shift, including unpaid lunch breaks, as such activity: (1) threatens the safety of patients, Staff and the public; (2) compromises CoxHealth’s sanitation efforts; (3) discredits the health improvement message of CoxHealth; and (4) exposes patients to tobacco odors. Employees with offensive smoke odor in their clothing may be asked to change into a set of Hospital-issued scrubs or sent home on their own time to change clothes. While tobacco use is a personal choice and employees may smoke or use other forms of tobacco in their clothes while off duty, employees may not smoke or use tobacco in any form in CoxHealth issued uniforms, scrubs, or other clothing provided by CoxHealth nor while wearing a CoxHealth nametag; whether at work or off duty.
- Effective November 21, 2013 CoxHealth will not hire tobacco users. Nicotine testing will be included in post-offer / pre-employment drug screening. Applicants who test positive for nicotine will be offered a one-time opportunity to participate in CoxHealth sponsored tobacco cessation programs at no charge and may reapply with CoxHealth after 90 days of successful tobacco use cessation.
- Employees hired after November 21, 2013 who fail to maintain tobacco-free status are subject to disciplinary action including termination of employment.

- Employees hired prior to November 21, 2013 are “grandfathered” from the tobacco-free employment requirement but are subject to all other terms and conditions of CoxHealth employment, including all other requirements established in this policy. Consistent with our mission to improve the health of the community we serve, all employees who are tobacco users employed prior to November 21, 2013 are encouraged to stop tobacco use.

SCOPE: All CoxHealth locations

DEFINITIONS:

1. “Hospital and its Facilities” refers to all of the following areas owned, leased and/or operated by Lester E. Cox Medical Centers: the hospital facilities located at 3801 South National Avenue, 1423 North Jefferson, and 1000 E. Walnut Lawn, Springfield, Missouri and their outpatient departments, physical campuses, parking facilities and adjacent offices, including administrative and physician offices and offices affiliated with the above-mentioned hospitals or system but not physically adjacent to such hospitals or system. This policy includes all CoxHealth affiliates: Cox Monett, Cox Medical Center Branson, Oxford Healthcare, Cox HealthPlans, Home Parenteral Services, and Cox College. This also includes personal vehicles on the physical campuses mentioned in this paragraph, and vehicles owned and/or operated by Lester E. Cox Medical Centers, regardless of where they are.
2. “Tobacco Products” means any product manufactured from tobacco and intended for use by smoking, inhalation, chewing, sniffing or sucking (i.e., cigarettes, cigars, pipes, smokeless tobacco, and electronic devices such as e-cigarettes), except that products recognized by the CoxHealth Pharmacy and Therapeutics Committee as smoking cessation products appropriate for use at CoxHealth) are excluded from this definition.
3. “Staff” refers to all CoxHealth employees; physicians; independent contractors; contractors (and their employees/agents); vendors; volunteers; and students.

RESPONSIBILITIES:

- A. The CoxHealth CEO is ultimately responsible for enforcing the policy, but may delegate this responsibility to other appropriate persons.
- B. Departmental Managers are responsible for enforcing this policy as it relates to their staff. CoxHealth Security will monitor compliance and will report infractions to Departmental Managers.
- C. All Staff of CoxHealth are responsible for informing patients and visitors of this policy. CoxHealth Security will monitor compliance.

PROCEDURE:

Addressing Non-Compliance of Policy (by Staff, Patients, and Visitors)

- A. Staff in violation of this Policy will be subjected to mandatory progressive disciplinary action starting at the written warning level, up to and including termination, in

accordance with the CoxHealth Counseling and Disciplinary Practices policy or other similar applicable policies or documents. In addition to corrective action, employees who smoke on a CoxHealth campus or in a CoxHealth vehicle within the city of Springfield may be subject fines of up to \$50 for non-compliance under terms established under the Springfield Smokefree Air Act of 2011.

B. *Patients and Visitors*: Staff shall provide patient and visitor violators with reminder cards articulating the Tobacco-Free Policy and its purpose. Staff will ask violators to abide by the Policy. If a patient/visitor continues to violate the Policy, CoxHealth Security shall be called.

1. *Inpatients who insist on using tobacco products*. If an inpatient insists on using tobacco products, the following procedure shall be followed, in the following order, whenever possible:

(a) Staff will attempt to convince patient to refrain from leaving the floor to use Tobacco Products and shall offer patient smoking cessation resources, which may include counseling with CoxHealth Center for Addictions.

(b) If patient still insists on using Tobacco Products, then the patient's physician shall be advised (of the patient's insistence). If, in the judgment of the physician, the patient would jeopardize the patient's medical condition by leaving the Hospital and its Facilities and/or by using Tobacco Products, then the physician may dismiss the patient against medical advice ("AMA"). (See Policy titled "Patient Refusal of Treatment" RI.5).

(c) If patient has not been dismissed by his/her physician AMA under Section 5(b)(2) above, and still insists on using Tobacco Products, then he/she shall sign the form titled "Waiver and Release of Liability Regarding My Decision to Leave a CoxHealth Building To Use Tobacco Products" (*see content linkage*) and such document shall become a part of the patient's medical chart. Patients are responsible for obtaining their own escorts to leave Hospital and its Facilities to use Tobacco Products.

C. Compliance with Medicare Conditions of Participation for Long-Term Care Facilities:

To the extent that certain floors/departments of Hospital and its Facilities are subject to Medicare Conditions of Participation for Long-Term Care Facilities, CoxHealth will comply with 42 CFR 483.15(b)(3) regarding patients on such floors/departments, in that it will consider such patients' rights to make choices about aspects of his or her life in on such floors/departments that are significant to such patients, while enforcing this Policy.

COMMUNICATION

A. Employees, and Applicants for Employment will be informed of CoxHealth's Tobacco-Free Policy as follows:

- Applications for employment

- Articles in Employee Newsletters
 - Staff Meetings
 - Standards Manuals
 - Department/Department Head Meetings
 - System-Wide Orientation
 - Memorandums
- B. Patients and visitors shall be informed of CoxHealth's Tobacco-Free Policy as follows:
- Parking lot signs
 - Upon registration, patients will receive CoxHealth's tobacco-free pamphlets if they have smoked within the last year
 - Information desks will have tobacco-free pamphlets
 - Physicians will be told about the change and will be asked to inform patients prior to admission about the policy
 - Inpatients will be assessed on admission regarding their use of Tobacco Products and an order for nicotine replacement therapy may be initiated
 - CoxHealth's Orders Committee shall implement standing orders to help patients having difficulty staying tobacco-free during their visits
 - Smoking Cessation tool kits will be provided to patients
 - Smoking Cessation classes will be offered

APPENDIX A:

[Waiver and Release of Liability Regarding My Decision to Leave a CoxHealth Building to Use Tobacco Products](#)