

SAMARITAN HEALTH SERVICES
Policies and Procedures

SUBSTANCE ABUSE

APPROVED

DATE

POLICY

A. INTRODUCTION

Samaritan Health Services (SHS) has a responsibility to the people they serve to deliver services in a safe and conscientious manner. SHS expects employees and students to report for work unimpaired and in condition to perform their duties safely and efficiently. In order to ensure this objective, SHS employees and students must be working free from the effects of performance impairing substances. SHS strives to balance the respect for individual privacy with the need to ensure a safe, productive drug-free work environment and comply with Federal regulations. SHS recognizes that employees and students are a valuable asset, that substance abuse is a treatable disease, and will, when appropriate, be supportive of rehabilitation of its employees with substance abuse problems.

B. PROHIBITED CONDUCT

The following conditions and activities are expressly prohibited and are subject to corrective action, up to and including termination of clinical affiliation:

- The manufacture, sale, use or possession of alcohol, any controlled or illegal substance (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, when use or possession occurs on SHS premises or property, or during work time. The conduct prohibited includes consumption of any intoxicating substance (including alcohol) prior to reporting to work or during work hours (including breaks or lunch periods). On-call hours are considered work hours for purposes of this policy.
- For purposes of this policy, being under the influence means any positive drug and/or alcohol blood, urine, or breath test or any noticeable or perceptible impairment of the employee's mental or physical faculties. Being under the influence of alcohol also includes having an odor of alcohol on the breath when at work. Having any detectable level of an illegal or controlled drug in one's system while at work will be considered subject to corrective action.

C. PRESCRIPTION MEDICATIONS

Students who are medically authorized to use drugs, medical marijuana or other substances, are responsible to determine from their physician whether or not the substance can impair job performance. If it can, the student must report the use of the substance to his or her immediate supervisor and provide proper written medical authorization (i.e. Fitness For Duty/Return To Work Authorization Form) from a physician to work while using such authorized drugs. Written medical authorization(s) will be maintained in the student's health record.

D. DRUG AND ALCOHOL TESTING

Drug testing shall be required of all students as part of their pre-clinical screening. Testing will be done no greater than 5 days prior to clinical rotation.

Reasonable Suspicion

When the hospital has a reasonable suspicion that a student is in violation of this policy, the student will be required to leave the premises and the school will be contacted. The student will not be allowed to continue clinical duties until cleared by the school and SHS is notified.

SHS reserves the right to determine whether reasonable suspicion exists. When reasonable suspicion testing is initiated, the student will be suspended from clinical duties, pending the findings of the investigation and results of any applicable laboratory testing, fitness for duty examinations or medical evaluations. Among the situations where the hospital may exercise its "reasonable suspicion" right to test include, but are not limited to the following:

- Observable symptoms of being under the influence of alcohol or drugs (e.g., slurred speech, staggering or unsteady gait, glassy or reddened eyes, etc.);
- Noticeable odor of alcohol or drug use;
- Involvement in an accident on company premises which results in physical injury or property damage where substance abuse is suspected;
- Any accident involving a SHS owned motor vehicle, even if substance abuse is not suspected;
- A sentinel event or any significant patient safety concern;
- Unexplained, significant changes in behavior (erratic, insubordinate or abusive behavior, or disregard of safety rules or procedures);
- Unexplained or suspicious absenteeism or tardiness and/or deteriorating work performance; or
- Admission of alcohol and/or drug use.

Fitness For Duty

A student may be considered impaired and unfit for work for reasons other than substance abuse (e.g. excessive use of prescriptive and over-the-counter medications, sleep deprivation, acute psychological stress reaction, etc.). The school will be contacted and the student will be banned from any SHS campus, pending the findings of a fitness-for-duty medical evaluation by the employee's healthcare provider.

E. RIGHT TO CONDUCT LIMITED SEARCHES

SHS reserves the right to inspect and/or search any personal property on hospital premises if there is reason to believe that this policy has been violated. In the event that a search is required, the student will be notified of the reasons for the search and the search will be conducted by the Security Department Manager and/or Department Manager/designee in the presence of the employee whenever possible. Refusal to submit to any such inspection or refusal to cooperate in any investigation will result in corrective action, which could include termination.

Non-Voluntary Disclosure

As a result of corrective action arising from a drug or alcohol problem, a student may be required to participate in a drug or alcohol treatment program as a condition of continued enrollment. SHS reserves the right to determine if a student is a candidate for the return to the clinical rotation

F. VERIFICATION/NOTIFICATION OF TEST RESULTS

If the post-offer urine drug test is positive for any of the 6 drugs tested, the sample will be sent to a DHHS/SAMSA-certified and Oregon licensed laboratory for Gas Chromatography/Mass Spectrometry confirmatory testing.

A licensed physician with knowledge of substance abuse disorders will make a final verification of a positive drug test result. SHS has designated a Medical Review Officer (MRO) who will determine if a confirmed positive test resulted from something other than substance abuse. The MRO will notify a designated SHS contact person with the final interpretation of the test result (i.e. pass/fail).

G. CONFIDENTIALITY & RECORD KEEPING

Substance abuse records are considered confidential information, which are disclosed only to individuals on a need to know basis.

1. Reasonable Suspicion/Corrective Action Documents
If a student has a confirmed positive substance abuse test, documentation of the investigation and any corrective action communication will be stored in Samaritan Occupational Medicine with results sent to the appropriate school.
2. Urine Drug and Blood/Breath Alcohol Test Results
For urine drug tests, Samaritan Occupational Medicine will have custody and maintain the results for the mid-valley facilities.
3. Release of Post-Offer Urine Drug Test Results
Students requesting copies of their post-offer urine drug test results should contact Samaritan Occupational Medicine.

PROCEDURES

A. POST OFFER TESTING

- Students will be informed of post offer urine drug testing Samaritan Occupational Medicine.
- The urine drug screen will be collected within 5 days of the conditional clinical placement offer. The offer may be rescinded on the basis of refusal to test if the applicant fails to have his or her test within the limit.
- The post offer urine drug test must be completed before the student begins clinical assignment.
- The department conducting the post-offer urine drug test will notify the school if the applicant is unable to provide a satisfactory urine sample in the allowable time limit. The school Resources will inform the applicant and Clerkship Office that the offer is rescinded.
- The MRO will notify the school of any confirmed positive test results. The school will notify the student and the Clerkship Office that he/she did not pass the post offer drug test and the offer of clinical placement will be rescinded.

B. REASONABLE SUSPICION

1. If a student is thought to be in violation of the SHS substance abuse policy, the Student Coordinator or Clerkship Office will be notified immediately
2. A "Worksheet" may be used to document the signs/symptoms of the suspected substance abuse.
3. Once confirmation of the suspicion has occurred, the student will be removed from the work area, and in private, questioned regarding the behavior/performance observed.
4. If the student refuses to cooperate, advise the student that, under SHS's policy, failure to respond to questions or to allow a test thereafter may be grounds for termination. The student is to be sent home with appropriate transportation if he or she refuses to submit to the substance abuse investigation.

5. **Urine drug testing will be collected for any reasonable suspicion at the student's expense.** In addition to the urine test, blood alcohol or breath alcohol will be collected as appropriate.
 - a. Once testing has been completed, the student will be relieved of his/her duties and appropriate transportation will be arranged by the facility. The student will not be allowed to drive his/her vehicle from the work premises if he/she is suspected of being under the influence of alcohol or drugs. The student will be suspended until the investigation is complete.
 - b. A written report, documenting the investigation, will be completed by the Student Coordinator or Clerkship Director and sent to school in a sealed envelope marked "confidential".

EVENING/NIGHT SHIFTS AND HOLIDAYS:

If an student is thought to be in violation of the SHS substance abuse policy, the following steps will be taken:

- a) Supervisor will request the assistance of an appropriate witness. Both persons will observe the behavior of the student in question. A "Supervisor's Worksheet" may be used to document the signs/symptoms of the suspected substance abuse.
- b) Once confirmation of the suspicion has occurred, the student will be removed from the work area, and in private, with witness present, questioned regarding the behavior/performance observed. The supervisor will then determine whether it will be necessary to require the employee to submit to substance testing.
- c) If the student refuses to cooperate, advise the student that, under SHS's policy, failure to respond to questions or to allow a test thereafter may be grounds for termination. The student is to be sent home with appropriate transportation if he or she refuses to submit to the substance abuse investigation.
- d) For the mid-valley facilities, the supervisor will contact Samaritan Occupational Medicine by paging their off-hours/on-call person at **917-5664** for collection of substance abuse tests. The Samaritan Occupational Medicine on-call person will meet the supervisor/manager and employee in the Emergency Department. **Urine drug testing will be collected for any reasonable suspicion at the students expense.** In addition, blood alcohol or breath alcohol will be collected as appropriate.
- e) Once testing has been completed, the student will be relieved of his/her duties and appropriate transportation will be arranged by the facility. The student will not be allowed to drive his/her vehicle from the work premises if he/she is suspected of being under the influence of alcohol or drugs. The student will be suspended until the investigation is complete.
- e) A written report, documenting the investigation, will be completed by the Student Coordinator or Clerkship Director and sent to school in a sealed envelope marked "confidential".

C. AUTHORIZATION

If a situation arises during pre-clinical screening or reasonable suspicion testing that is not covered within this written policy, the person conducting the drug test will contact the appropriate SHS contact person for clarification and/or further instructions

EFFECTIVE: 4/2007

Submitted by:

REVIEWED: