

<b>OCHSNER CLINICAL SCHOOL POLICY</b>	<b>Policy #: OCS 400.2</b> (Related OMC Policy 400.2) UQ Policy 2.30.17
<b>Title: Drug Free and Alcohol Free Workplace</b>	<b>Effective Date: 1/1/10</b>

## **PURPOSE**

The purpose of this policy is to assure compliance with the guidelines set forth in the Drug-Free Workplace Act of 1988, and to promote behavior which ensures the optimum safety and well being of students, employees, patients, and visitors. This policy is set forth to maintain a safe and healthy workplace free from the influence of drugs and alcohol and to protect Ochsner Health System (OHS), its employees, its patients, its students and the public from the consequences of drug and alcohol abuse. It is OHS's policy to prohibit the use, possession, distribution, or sale of any illegal drugs, alcohol, or other controlled substances by any employee or student while on work duty, educational rotation, or while operating or riding in any OHS vehicle or transportation equipment. OHS forbids any employee or student who is under the influence of drugs or alcohol or who has any controlled substance, alcohol, or illegal drug present in his or her system from reporting or returning to work or educational rotation at any location OHS will follow U.S. Department of Transportation regulations that require an employee or student with a limit for alcohol by breath test equal to or in excess of 0.02 be removed from the rotation site to provide for patient, employee, and student safety.

## **DEFINITIONS**

**Clinical Error** – any preventable event that may cause or lead to inappropriate treatment or care of a patient, when actual or potential harm occurs to a patient. Such events may be related to professional practice, health care products, procedures and systems, including, but not limited to patient monitoring, prescribing of treatment, communication of health information, medical labeling, packaging, dispensing and nomenclature, and administration of other clinical healthcare services.

**Confirmation Test** - second or alternate drug-screening test that is more specific for the identified substance.

**DOT (U.S. Department of Transportation) Regulations** - followed by OHS in managing cases with suspected alcohol or drug use.

**Medical Review Officer (MRO)** - a duly authorized physician who will assess all positive drug tests for verifiable explanations that would not place that individual in violation of this policy.

**OCS Property** - includes all Ochsner Health System owned property used by students and employees, such as parking lots, vehicles, lockers, desks, closets, etc.

**Post Accident Drug/Alcohol Testing** - performed when a student or employee has had a work related accident resulting in medical treatment.

**Reasonable Suspicion/For Cause Testing** - drug test performed when a student or employee is suspected of being under the influence of drugs or alcohol while at work or involved in an instance in which a controlled substance or wastage of a controlled substance cannot be accounted for via documentation.

**SAMHSA** - the Substance Abuse and Mental Health Services Administration, which mandates the collection and testing procedures to be followed by laboratories doing drug testing.

**Substance** - includes, but is not limited to, alcohol, heroin, morphine, cocaine, PCP, marijuana, barbiturates, amphetamines and/or derivatives, other psychotropic drugs and controlled substances as may be listed by the U.S. Drug Enforcement Administration.

**Substance Screening** - a test or series of tests that can detect the presence in a blood or urine sample of a substance in question, or can distinguish that a sample is free and clear of a substance in question.

**Under the Influence** - defined for the purposes of the administration of this policy as having any laboratory evidence of the presence of drugs, or prohibited or controlled substance in the body, in excess of an identifiable trace quantity as outlined in the U. S. Department of Transportation's (DOT) Guidelines or having a confirmed alcohol concentration (breath or blood) equal to or greater than 0.02.

## **POLICY STATEMENT/PROCEDURES**

### **I. Alcohol/Drug Testing Protocol**

Alcohol/drug testing will be done on all students and employees at the following times and at the sole expense of OHS: new OCS Cohort students, health screenings, reasonable suspicion/for cause testing, post clinical errors when there is a reasonable suspicion of drug or alcohol use, and post accident. A student must be advised of the purpose and possible consequences of a drug/alcohol screening test.

#### **a) Student Screening**

All OCS cohort students are required to undergo a test for the presence of drugs or alcohol as a condition of clinical education rotation entrance and completion.

#### **b) Reasonable Suspicion/For Cause Testing**

Any student or employee suspected of being under the influence of drugs or alcohol while at work or involved in an instance in which a controlled substance or wastage of a controlled substance cannot be accounted for via documentation may be required to submit to a drug or alcohol test. A reasonable suspicion checklist will be completed by the rotation supervisor and will be discussed with the Head of School and Human Resources Administrator to determine if testing should be completed. If the

Student admits to substance abuse and requests medical intervention before a drug screen is obtained, the student will follow procedures for substance abuse treatment protocols in accordance with institutional and University guidelines.

The determination of whether good cause exists to require a student to submit to drug testing for reasonable suspicion/for cause will be at OCS's and OHS's sole discretion and according to the approved procedures.

If drug/alcohol testing is indicated, the rotation supervisor will coordinate the test with the site's designated Ochsner Employee Health representative. After testing is completed, the representative who arranged the test will assist the student with arrangements for a safe ride home.

If a drug or alcohol-screening test is performed, the student will remain off rotation until results are obtained. All independent study non-clinical educational components should be continued while the student waits for test results. Confirmation test results from a SAMHSA certified lab might take up to 10 working days depending on the substance involved. If the test is negative, the student may be reinstated and continue the rotation. If the test is positive, the student will follow the Substance Abuse Treatment Protocols established by the institution.

#### **d) Post Accident Testing**

Any student who is injured through a work-related accident and receives medical treatment as a result, must submit to alcohol/drug testing. OCS and OHS also requires testing of any other employee whose action or inaction, in the sole judgment of Ochsner, contributed to the accident

## **II. Alcohol Consumption/Job Related Events**

Alcohol consumption during rotation related lunches, conferences or conventions is strongly discouraged by the Ochsner Clinical School. Consumption must be limited to assure that the student's work performance, safety and the safety of others in the work force, as well as patients and visitors, is not jeopardized. Although OHS sponsored events such as employee recognition functions permit the use of alcoholic beverages, moderation, and good judgment is expected.

## **III. Authorized use of Prescribed Medication**

If it is necessary for any student to take any prescription drug that may alter or impair his or her work performance or adversely affect his or her safety or that of any other OHS employee, any patient of OHS, or any member of the public, such Student must submit a note to Ochsner Employee Health and Wellness from the prescribing physician stating they are able to perform their job duties. Employee Health will complete a clearance form to be given to the Ochsner Clinical Administration and clinical supervisor.

Students who must take controlled prescription drugs (Percocet, Vicodin, Tylenol #3, etc.) on clinical rotation must keep all prescribed medicines in their original containers that identify the drug, the date of the prescription, and the prescribing physician. Information concerning a student's prescription drug treatment will be kept confidential to the extent possible. It will be disclosed only if required by a court or governmental agency or to the extent necessary to ensure such student's safety and that of other OHS employees, any OHS patients, and members of the public.

#### **IV. Inspection/Personal Property**

OCS and OHS has the right, on reasonable suspicion or for cause, to inspect the property and person of any student, employee or any student's or employee's vehicle while on OHS property. OHS's right of inspection includes, but is not limited to, the inspection of parcels, packages, purses, lunch boxes, brief cases, lockers, work stations, and desks.

#### **V. Methods of Testing**

In most cases, drug testing required by OCS and OHS will be by urinalysis and alcohol testing will be by a breath test. However, students may be required to provide blood, saliva, hair, or other specimens. Medical and/or testing personnel designated by OHS will collect all specimens/samples. All testing will be performed by SAMHSA certified laboratories under the procedures required by state and/or federal laws as applicable.

#### **VI. Refusal of Testing**

Any student who refuses to submit to drug testing when required, who fails to report to the specimen collection site on the date and time designated by OHS, who refuses to sign the required consent form, or who alters or adulterates a specimen will be prohibited from participating in educational activities and will be forwarded to the Personal and Professionalism Development (PPD) committee immediately.

#### **VII. Reporting Test Results**

Prior to testing, students must sign a consent form that authorizes both the test and the release of test results to OHS. All test results will be maintained by OHS on a confidential basis and will not be released to any third party unless required by a court or governmental agency or expressly authorized by the student. All positive test results will be reviewed by a Medical Review Officer (MRO). The MRO will contact the student directly to discuss lab test results before reporting results to OHS. Any student who tests positive for the presence of any illegal drug, alcohol, or controlled substance will be allowed to inspect the test results and related records within seven days after confirmation of such positive test results.

## VIII. Return to Duty

After successful completion of an accredited substance abuse program prescribed by the approved healthcare provider, the student will be allowed to return to work under mandated guidelines. The healthcare provider must provide a medical note clearing the student to return to clinical educational rotations. Also, the student must present documentation of completion of an accredited substance abuse program. Upon return to clinical educational activity, the student will be subject to random drug testing. Students required to undergo random drug/alcohol testing must report to the specimen collection site on the date and time designated. Failure to report for the specimen collection may result in corrective action up to and including termination from the program. Any student who tests positive for drugs/alcohol a second time may be subject to corrective action up to and including dismissal from the program.

### **FORMS:**

**Reasonable Suspicion Checklist – Appendix 1**

### **Referrals:**

2.30.17 Alcohol, Tobacco Smoking and other Drugs Policy, Handbook of University Policies and Procedures

### **APPROVALS**

### **SIGNATURES:**



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Professor William W. Pinsky  
Head, Ochsner Clinical School  
Executive Vice President /Chief Academic Officer

Employee Name: \_\_\_\_\_

Dept. \_\_\_\_\_

Person Reporting: \_\_\_\_\_

Date: \_\_\_\_\_

**Ochsner Health System**  
**REASONABLE SUSPICION CHECKLIST**

While reasonable suspicion cannot be defined with exact and clear precision and can include many behaviors not listed here, it certainly could include one or more of the following. Please check off all that apply and make comments by the behavior.

- 1. Irrational, abusive or unusual behavior.
- 2. Suspicious course of conduct or behavior.
- 3. A disheveled personal appearance unusual for the individual.
- 4. The smell of alcohol or marijuana on the person's breath, body, or clothing.
- 5. Red or watery eyes.
- 6. Dilated pupils.
- 7. Abnormal body movements.
- 8. Slurred speech.
- 9. The presence of drug paraphernalia on the person or in their possession or control.
- 10. A substantiated observance by a fellow employee of actual drug use.
- 11. Conviction or pleading guilty to the possession of drugs or drug paraphernalia.
- 12. Unusual or insufficiently justified absenteeism.
- 13. A deliberate or reckless violation of safety procedures.
- 14. A suspicion that is based on other surrounding and relevant circumstances, as observed and documented.
- 15. The individual admits to being under the influence of alcohol or illicit drugs.
- 16. Patient reports the absence of pain relief following medication administration.
- 17. Nursing documentation does not support administration of narcotics.

Careful observance of the individual in comparison to the items on this list to determine, if in one's best judgment, reasonable suspicion for testing for drugs and/or alcohol exists. You must contact the Director of Human Resources or designee (administrator on call after hours) to discuss observed behaviors before proceeding with drug testing.

Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_