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DRUG-FREE WORKPLACE PROGRAM	
PURPOSE	It is prohibited for any employee or applicant to use, consume, and/or be under the influence of alcohol or any drugs (including, without limitation, prescription drugs) which might impair judgment, safety, or performance of job duties. It is prohibited for any individual to illegally possess, sell or trade drugs on Healthcare System premises.
SCOPE	Memorial Healthcare System Employees and Applicants
POLICY GUIDELINES	<p>For the purposes of this policy, the term “drug/drugs” shall be used pursuant to Section 10E-18.001 of the Florida Administrative Code, to include alcohol.</p> <p>In order to identify potential impairment due to the abuse of drugs, and to prevent danger to patients, employees, and others involved with the Healthcare System, all applicants for employment shall be required to submit to testing for drug use prior to beginning employment. In addition, all employees shall be required to submit to testing whenever a reasonable suspicion exists for diversion or impairment due to alcohol or drugs.</p> <p>Employees returning from treatment for substance abuse problems shall be required to submit to testing on a random and/or unannounced basis.</p> <p>Employees must remain free from illegal drugs. The Healthcare System also recognizes that prescribed medications can be abused, and can cause impairment.</p> <p>Any individual found to have been tampering with a specimen to be tested shall be precluded from employment by the Healthcare System permanently.</p>
PROCEDURES	<p>APPLICANTS</p> <p>All prospective employees who have been offered employment by the Healthcare System shall submit to testing for drug use. Refusal to consent to drug testing shall result in that individual being precluded from employment by the Healthcare System for a period of one (1) year. A test result, which shows the presence of any illegal drug or which is indicative of the abuse of any legal drug, shall be considered reason for the Healthcare System to preclude the individual from applying for employment for a period of one (1) year.</p> <p>EMPLOYEES</p> <p>The Healthcare System will maintain screening practices to identify employees who use illegal drugs, or abuse legal drugs, either on or off the job. Refusal to submit to testing for drugs shall result in termination. It shall be a condition of continued employment for all employees to submit to testing for legal or illegal drugs under the following circumstances:</p> <ol style="list-style-type: none"> 1. When there is reasonable suspicion that an employee is using or has used illegal

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	<p>drugs, or is abusing legal drugs, including without limitation, a prior test on the individual indicating the use of illegal drugs or the abuse of legal drugs.</p> <ol style="list-style-type: none"> 2. Employees returning from treatment for substance abuse problems shall be required to submit to random and/or unannounced tests for drugs at any time on the job. 3. Reasonable suspicion for testing includes, without limitation, the following circumstances: <ol style="list-style-type: none"> a. Whenever there has been any mishap or accident involving an employee in which injury to persons or damage to property has occurred. b. A significant deterioration in the performance of any employee including, without limitation, absenteeism, and/or tardiness. c. Any employee displaying symptoms of the use of drugs, including, without limitation, dilated pupils, slurred speech, drowsiness, rapid speech, disorientation, or unusual/uncharacteristic behavior. d. Circumstances in which there is evidence to suggest that drugs intended for patient use are, or may be, stolen or diverted. In these circumstances, all persons who have access to, or possible access to, such drugs may be subject to the testing requirements outlined herein. e. Anytime an alcoholic beverage or drug is found in the work area all employees in that work area may be subject to the testing requirement specified herein. f. Credible information that an employee has used, sold, solicited, or transferred drugs on the job. g. Credible information that an employee has tampered with a previously administered drug test required hereunder. <p>Employees whose test indicated illegal use of drugs or abuse of legal drugs while off the job may be disciplined, up to and including termination, or may be required to undergo treatment, counseling, or participate in an impaired practitioner program.</p> <p>Employees who use drugs on the job or who are impaired by abuse of legal or illegal drugs on the job, shall be terminated, and for licensed or regulated professionals, shall be reported to their regulating Board, Department, or impaired practitioner program.</p> <p>If it is uncertain as to whether the drug was used on or off of the job, it shall be presumed</p>
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	<p>to be on the job.</p> <p><u>Employees Returning from Treatment</u></p> <p>Employees returning from treatment for substance abuse problems shall be required to:</p> <ol style="list-style-type: none"> 1. Continue regular attendance at meetings and aftercare group as ordered or recommended by the Rehabilitation Program, physician, or agency. 2. Remain free from all drugs. 3. Submit to random and/or unannounced tests to determine the presence or absence of alcohol and/or mood altering drugs, as specified above. 4. Provide the Healthcare System with a valid release to obtain information from the treatment center or any other substance abuse rehabilitation agency, physician, or entity. 5. Maintain job performance at acceptable levels. If job performance does not meet acceptable levels of performance and/or employee does not comply with the guidelines stated above, such employee shall be subject to disciplinary procedures up to and including termination. 6. The employee's agreement to abide by these guidelines shall be in writing signed by the employee, the director of the department, direct supervisor and program counselor, if applicable. Nothing in this agreement or Policy alters or limits the fact that employment is subject to the will and pleasure of the Healthcare System. Licensed employees will also comply with licensure guidelines for chemically impaired professional returning to work. <p>REASONABLE SUSPICION DRUG TESTING</p> <p>The assigned Human Resources Director (or designee) must be consulted prior to conducting any reasonable suspicion testing.</p> <p>The collecting, transmittal, and testing procedures to be followed in these situations will be those specified in Chapter 59A-24 of the Florida Administrative Code, with the exception of 59A-24.004, which limits testing of hallucinogens to PCP, and synthetic narcotics to methadone, propoxyphene, and further limits testing for designer drugs. The Healthcare System recognizes that it is not legally bound to follow the procedures prescribed by Chapter 59A-24 of the Florida Administrative Code, but adopts these procedures by reference, with the exception of 59A-24.004, because the Healthcare System believes that these procedures are comprehensive, and properly balance individual rights</p>
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	<p>against safety concerns.</p> <p>The procedures outlined in Rule 59A-24 of the Florida Administrative Code include, without limitation, the following:</p> <ol style="list-style-type: none"> 1. A chain of custody procedure so as to reasonably preclude the likelihood of an error in identifying test results. 2. Reasonable privacy when providing specimens, unless there is reason to believe that tampering has been attempted. 3. Quality control criteria which a testing laboratory must meet in order to be used by the Healthcare System in connection with its testing program. <p>The Healthcare System designates its Employee Health Nurses or Administrative Nursing Supervisors to act as the "Collection Site Person" as defined under Florida Administrative Code 59A-24. Other persons may be designated by the Administrator to act as the Collection Site Person.</p> <p>At the conclusion of testing, the employee will be sent home pending lab results. Transportation must be provided as needed.</p> <p>The Employee Health Department will notify the Human Resources Director as soon as results are received. A copy of the report will also be forwarded.</p> <p>Within (5) working days after receipt of a confirmed positive test result indicating the presence of drugs, the Healthcare System shall, inform the employee, or the employment applicant, of such positive test result, and the consequences, and the options available.</p> <p>Upon request, an employee or applicant for employment will receive a copy of the test result report.</p> <p>All drug testing information will be kept confidential to the fullest extent permitted by law.</p> <p><u>When the Employee Health Department is open:</u></p> <p>Any individual for whom testing is required as specified above shall be escorted to the Employee Health Department.</p>
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	<p>At the Employee Health Department, the specimen shall be obtained, and then sent for testing.</p> <p><u>When The Employee Health Department Is closed:</u></p> <ol style="list-style-type: none"> 1. When there is a reasonable suspicion of impairment due to the use of drugs or alcohol, the employee's immediate Supervisor should notify the Nursing Administrative Supervisor who will assist in determining the need for testing. 2. Security may be asked to accompany the employee and Administrative Nursing Supervisor to the collection site to obtain specimens. The Employee Health Department ARNP/RN on-call will be notified. The specimen will be collected by Employee Health Department staff or the Administrative Nursing Supervisor. 3. The Laboratory Supervisor, or designee, may be called for phlebotomy services as needed. 4. The blood and urine will be collected according to the chain of custody procedure as outlined in the Chain of Custody form. 5. The contracted laboratory will be contacted if a special, non-scheduled pick-up is needed. 6. The Department Leader or Nurse Manager should be notified. 7. The Human Resources Director must be notified.
<p>DEFINITIONS</p>	<p>Drug: The term drug is defined in Section 59A-24, Florida Administrative Code, which includes, without limitation, alcoholic beverages, narcotics, hallucinogens, opiates, barbiturates, cannabinoids, and cocaine.</p> <p>Drug Test: Memorial drug testing procedure is a two-part test which consists of a urine panel and blood test. An employee must consent to both parts of the test in order to be considered compliant with this policy.</p>
<p>ORIGINAL ISSUE DATE</p>	<p>September 2005</p>
<p>REVIEW/REVISION DATES</p>	<p>Reviewed: June 2008, August 2010, September 2013, December 2015, March 2019</p> <p>Revised: September 2016, November 2017</p>
<p>POLICY OWNER</p>	<p>Human Resources</p> <p>If any of the statements contained in this policy conflict with any verbal statements or agreements made by any representatives of MHS, then the statements contained in this policy shall control the outcome of any such conflict.</p> <p>Memorial reserves the right to modify this policy in whole or in part, at any time, at the</p>

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	<p>discretion of the Health System, pursuant to the Standard Practice, “Drafting and Revising Procedures for Standard Practices”.</p> <p>Employees who have questions regarding information contained in this policy should contact the Human Resources Department.</p>
ONLINE LOCATION	<p>All policies are subject to amendment. The most recent version of this policy can be accessed online: http://docs/Documents/Policies and Procedures/Systemwide/Human Resources</p>