

TEMPLE UNIVERSITY HEALTH SYSTEM ADMINISTRATIVE POLICIES AND PROCEDURES

NUMBER **950.553**
TITLE **DRUG AND ALCOHOL POLICY**
EFFECTIVE DATE June 4, 2007
LAST REVIEWED: N/A
LAST REVISED: N/A
REFERENCES: Drug Free Workplace Act
TUHS Corrective Action/Discipline Policy
Patient Safety Plan

ATTACHMENTS: A. Drug Test Panels
B. Direct Patient Care and Safety Sensitive Positions
C. Prescriber's Report and Recommendation
D. Medical Review Officers

ISSUING AUTHORITY: TUHS Human Resources

SCOPE

This policy shall apply to TUHS and all TUHS subsidiary corporations. This policy replaces all prior TUHS and TUHS subsidiary corporation policies regarding the subject matter contained herein. Any reference to TUHS shall mean TUHS and its subsidiaries.

Nothing in this policy constitutes a contract, express or implied. TUHS, in its sole discretion, may modify, alter, delete, suspend, or discontinue any part or parts of the policy at any time, with or without prior notice to its employees. This policy applies to all job applicants who have received conditional offers of employment and to all employees of Temple University Health System, Inc and all employees of its member entities, and are sometimes collectively referred to in this policy as "TUHS" or "the Health System."

BACKGROUND

Over the years, Temple University Health System has maintained a policy consistent with the Drug Free Workplace Act and a policy that prohibits the use of drugs or alcohol while subject to duty. In testing for drugs, different policies have been implemented that include reasonable suspicion testing and pre-employment testing. In a healthcare environment there needs to be a zero tolerance level. It has been found that programs that include education, testing and voluntary referral programs have been successful in achieving a drug free workplace.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

I. PURPOSE

Temple University Health System will implement a Drug and Alcohol Policy that incorporates education, testing and assistance to provide a drug-free workplace (drug free includes alcohol in this reference throughout the policy). The use of drugs, alcohol and controlled substances not only puts the employee at risk to him/herself, but also places unnecessary risk to fellow employees, patients and visitors to the hospital/facility.

II. POLICY

To obtain a drug free workplace, standards of conduct will be required of all its employees. TUHS will implement a comprehensive program using education, employee assistance and testing components.

A. Prohibitions

To promote patient safety and to ensure a safe and productive work environment, all employees of TUHS and TUHS member organizations shall be prohibited from:

1. the unlawful manufacture, distribution, dispensing, sale, possession, use of controlled substances or illicit substances, or misusing or abusing prescribed or over the counter drugs while on duty, subject to duty, while on TUHS property or in recognizable uniforms while not on TUHS property and
2. the consumption of beverages, food, or substances (including medication) containing alcohol and/or the presence of alcohol in the body at a concentration level of 0.02% or above while on duty, subject to duty, or on-call for duty.

B. Drug or Alcohol Convictions

Any employee who is convicted under any criminal drug or alcohol statute shall report the conviction to the AHD of Human Resources within five (5) calendar days of the conviction. A conviction includes any finding of guilt, including a plea of guilty or nolo contendere, or any imposition of a sentence, or both, by a judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

C. Prescription Drugs in Patient Care or Safety Sensitive Work

The use and possession of properly prescribed drugs or medications is permitted provided that it does not interfere with the employee's performance or pose a risk to the health or safety of the employee and /or others.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

An employee, in a direct patient care or safety sensitive position and their managers (Appendix B), who is under the care of a physician and is taking a prescribed controlled drug or a known potentially sedating medication that might impair their ability to perform safely, as determined by your physician, must submit a written report from the Prescriber to TUHS Occupational Health and receive clearance before he/she is permitted to work. This report shall contain the names of the medication(s), dosages and duration of treatment as well as a statement documenting the Prescriber's recommendation of the medication(s) in view of the sensitive nature of the employee's work. TUHS will maintain the confidentiality of any prescription information reported by an employee or Prescriber pursuant to this provision and will not publicize the reason for any employee's removal from work under this provision.

III. DEFINITIONS

The following definitions are used in this Policy:

Alcohol. Beverages, medications, or foods including beer, wine, and distilled spirits, containing alcohol, including methyl and isopropyl alcohols.

Canceled or Invalid Test. In urine testing: a test that has not taken place, a specimen that cannot be analyzed by a laboratory, or a test that is declared invalid by the Medical Review Officer (MRO). For instance, a urine specimen that is rejected by the laboratory is a canceled test.

In breath testing: a test that is deemed to be invalid by the collection site technician.

A canceled test is neither positive nor negative. It is also different from the behavior that constitutes a refusal to submit to testing. When a test is canceled, the employee will be required to submit a new specimen.

Chain of Custody. Standard procedures ensuring the tracking of specimen with donor.

Collection Site. A place designated by TUHS where donors present themselves for the purpose of providing a specimen or urine and/or breath to be analyzed for the presence of drugs and/or alcohol.

Collection Site Person. A person who instructs and assists donors at a collection site and who receives and makes a screening examination of the urine specimen provided by those donors. A collection site person may also be a Breath Alcohol Technician, and vice versa.

Confirmation or Confirmatory Test. In drug testing, a second analytical procedure to identify the presence of a specified drug metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

In alcohol testing, a second test following a screening test that provides quantitative data of alcohol concentration.

Confirmed Positive (Breath). A positive result in a second test, following a screening test.

Confirmed Positive (Urine). A positive result in a confirmatory test performed on an aliquot of urine that tested positive by a screening test.

Drug Panel. The drugs that have been determined as being a risk to health care professionals and to public safety. See Attachment A.

Direct Patient Care. Any position in which a diminishment of the employee's ability to perform the necessary elements of the position adversely affect patient care. This includes but is not limited to employees who administer, distribute or have access to drugs as part of their job duties.

Drugs. Any substance that has psychoactive effects.

Gas Chromatography/Mass Spectrometry (GC/MS): An accurate, reliable testing procedure used to confirm the presence in urine of a controlled substance detected by an initial screening test.

Initial Test or Screening Test. In drug testing, an immunoassay screen to eliminate "negative" urine specimens from further analysis.

In alcohol testing, an analytic procedure to determine whether a donor may have a prohibited concentration of alcohol in a breath specimen.

Medical Review Officer (MRO): A licensed physician who not only has knowledge of substance abuse disorders, but who also has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. The MRO verifies a confirmed positive test result by reviewing a laboratory report, an employee's medical history, and (if applicable) the findings of a medical examination, to determine whether there is a legitimate, medical explanation.

Prescriber. A healthcare professional licensed to prescribe medication.

Random Selection Testing Procedures. TUHS generates a random list of employees in direct patient care and safety sensitive positions and their managers, by a scientifically valid method, such as a computer-based random number generated for each testing day. Periodically, TUHS Information Management will update the list of current employees.

Reasonable Suspicion. A specific contemporaneous and articulable observation that gives a TUHS supervisor or other management personnel trained in detecting the signs and symptoms of drug and alcohol use cause to believe, in good faith on the basis that a reasonable person would employ, that an employee has violated the alcohol prohibitions of this Policy or has used an illegal controlled

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

substance. Slurred speech, unsteady gait, poor gross or fine motor functioning, unusual or uncharacteristic behavior, bloodshot eyes, extremely large or small pupils, unusual body or breath odor, poor conceptualization, a constant runny nose or persistent congestion otherwise unattributable to allergies or the common cold, unusual lethargy or bursts of energy, frequent or prolonged absences from an assigned work area, and deteriorating job performance are many, but not all, of the characteristics which may give rise to Reasonable Suspicion.

In addition, when a supervisor recognizes circumstances or conditions such as: failure to exercise procedures in accordance with direct patient care policies and procedures; engaging in or exhibiting conduct which jeopardizes the safety of the work place, employees, property and patients; involvement in an unusual on the job accident or incident; regulatory or hospital/facility rule violation; or, unsatisfactory time or attendance patterns, reliable information regarding drug distribution, or certain clinical events such as those depicted in the Patient Safety Plan that are deemed by the supervisor to warrant a reasonable suspicion test.

Refusal to Submit to an Alcohol or Drug Test. Refusal to Submit to an Alcohol or Drug Test includes but is not limited to the following behavior:

- Failure to provide an adequate breath or urine sample for testing without a valid medical explanation after receiving notice of the requirement to be tested.
- Engaging in conduct that obstructs the testing process.
- Failure to arrive at the Collection Site promptly after notification to report for testing.
- Reporting off as sick after notification to report for testing.
- Insubordination or refusal to follow directive during the collection and testing procedures.
- Tampering with breath or urine specimens, procedures or documentation.
- Failure to remain available for necessary testing after an accident before necessary tests have been conducted without a valid medical explanation.

Safety Sensitive Position. Any position other than one involving Direct Patient Care in which a diminishment of the employee's ability to perform the necessary elements of the position may directly or indirectly result in damage or injury to patients, employees, other individuals, equipment or operations.

Subject to Duty. An employee is subject to duty:

1. On his/her regularly scheduled duty days;
2. When actually reporting to work;
3. When returning from an absence, including but not limited to Paid Time Off (PTO), vacation, illness, or injury;
4. When approved for work by Occupational Health Services;
5. When the employee has volunteered for extra work on a day off, vacation day, or time she or he is not regularly scheduled to work;
6. When told in advance, while on duty, that he or she is expected to be on duty at some point in the future, during that projected period.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

Substance Abuse Professional (SAP): A professional with knowledge and clinical experience in the diagnosis and treatment of both drug and alcohol related disorders. The SAP may be a licensed physician; a licensed psychologist; a licensed social worker; an employee assistance professional; or an addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission.

Tampering (Breath Specimen). In breath specimens, tampering includes but is not limited to the use of any physical, chemical, liquid, vaporous, electronic or other means of attempting to invalidate or negate a breath test.

Tampering (Urine Specimen). In urine specimens, tampering includes, but is not limited to: addition of liquid or solid chemicals or other substances to the urine container; heating or cooling the urine and/or the container; or submitting someone else's sample as one's own; or any method that would attempt to preclude detection of substances therein.

TUHS Employee Assistance Program (EAP). Program conducted through Friends Hospital providing emergency counseling/assessment session within 24 hours of the initial contact made by the employee. Confidential appointments can be made by calling 215-831-3905.

Eligibility: Any employee and their qualified dependents.

Benefit: Employees and qualified dependents will be eligible for EAP services including up to eight (8) free confidential counseling sessions per year. Counseling is provided by doctoral level and/or licensed masters level clinicians located at Friends Hospital. This program was created to assist employees and their families.

All counseling sessions will be kept strictly confidential.

Verified Negative Drug Test Result. A drug test result reviewed by a Medical Review Officer and determined not to have evidence of prohibited drug use.

Verified Positive Drug Test Result. A drug test result reviewed by a Medical Review Officer and determined to have evidence of prohibited drug use.

IV. PROCEDURES

A. Types of Drug and Alcohol Tests

- 1. Pre-employment:** Applicants for employment will be informed to report for a drug/alcohol test and sign a general consent and release to be tested. All offers to hire an applicant or transfer to certain positions are contingent upon the applicants signing the

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

consent and release form for drug/alcohol testing; taking the required drug test and having a negative result on the test; and complying with any other condition as required.

2. **Cause:**
 - a. **Reasonable Suspicion:** An employee may be required to submit to drug and alcohol testing on reasonable suspicion, as defined in Part III of this policy.
 - b. **Protective Testing:** TUHS will conduct protective testing if it receives a reliable report of drug or alcohol use, suspicion or off-duty related arrest.
3. **Transfers:** An employee is required to submit to drug and alcohol testing if he/she transfers from a job that does not include direct patient care or a safety sensitive position to a direct patient care or safety sensitive position.
4. **Periodic Physical Examination:** Any employee subject to periodic physical examination shall have the drug and alcohol test conducted as part of that examination.
5. **Random:** Employees in direct patient care and safety sensitive positions and their managers shall be subject to random testing in accordance with the selection procedures set forth in Part III of this policy. Employees selected will be subject to provide samples in accordance with the testing and collection procedures.
6. **Other Testing:**
 - a. **Return to Duty:** Any employee who had a positive drug or alcohol result who has participated in any drug/alcohol rehabilitation program must have a negative test result before release to return to duty.
 - b. **Follow-up Testing:** Each employee who returns to duty after a mandatory referral is subject to unannounced follow-up drug and alcohol testing for up to thirty-six (36) months, with a minimum of six (6) drug and alcohol tests in the first 12 months of return to duty.
 - c. **Other Testing:** Employees are subject to drug and alcohol testing as required by law.

B. Testing and Collection Procedures

1. **Compliance with Policy:** All specimen collections and analysis will be carried out by anyone of the TUHS Occupational Health offices in accordance with applicable state and federal guidelines. When the Occupational Health offices are closed specimen collection for reasonable suspicion testing will be carried out in the Emergency Department of the facility. All labs utilized for urine testing shall be certified by the Department of Health and Human Services. Employees are required to comply with directions of collection staff.
2. **Use of samples for drug and alcohol testing only.** Samples collected under these provisions shall only be used to test for substances designated for testing and shall not be used to conduct any other analysis.
3. **Identification.** Any person being tested must provide current photo identification. Acceptable identification includes a valid driver's license or employee identification card. If an employee does not have such ID in his/her possession testing will proceed only if a management employee can personally identify the person.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

4. Privacy. During urine testing for drugs, an employee will be afforded the use of a private stall, except where an employee is subject to testing under Observed Conditions, in a restroom facility used only for such testing during periods of urine sample collection.
5. Security of Results. In order to protect the confidentiality of tested employees, the contracted laboratory will transmit results of drug tests to the Medical Review Officer (MRO).
6. Medical Review of Positive Drug Test Results. Any urine sample reported by the laboratory as being positive for drugs after confirmatory testing will be reviewed by the MRO. The MRO will review all available medical reports and documentation, and will interview (and examine as necessary) the subject employee. The MRO will report to the Occupational Health Department a Verified Positive Drug Test Result if no legitimate medical explanation is documented. The MRO shall notify the employee of his or her right to request a sample reanalysis of the original sample at the employee's expense.
7. Monitoring for Tampering. If the employee is suspected by a Collection Site Person of tampering with a urine sample, a second sample will be collected under Observed Conditions. Both the suspected tampered sample and the observed sample will be forwarded to the laboratory for testing and all future specimens will be collected under Observed Conditions. Even if both samples are negative for drugs, tampering is a dischargeable offense.
8. Chain of Custody. Chain of Custody procedures shall be utilized that meet the appropriate standards.

V. Consequences of Policy Violation

A. Prohibitions

Employees who violate the policy shall be disciplined as follows:

1. Any employee who has been found convicted under any criminal drug statute in the unlawful/unauthorized manufacture, distribution, dispensing, sale, possession, or use of drugs or any other unauthorized controlled or illicit substances shall be terminated.
2. Any employee subject to duty or in recognizable uniform who engages in the unauthorized distribution, sale, possession, or use of alcohol shall be subject to disciplinary action, up to and including termination.

B. Failure to disclose use of prescribed medication. An employee in a direct patient care or safety sensitive position or their manager who fails to notify Temple prior to returning to work, that they are taking a prescribed controlled drug or a known potentially sedating medication when required to so disclose, will subject the employee/manager to corrective action and to evaluation by the Occupational Health Substance Abuse Professional (SAP) and may be treated as a Mandatory Referral for counseling.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

C. Reasonable Suspicion. Any employee found to have a positive test under a Reasonable Suspicion test shall be terminated.

D. Random Drug Testing. Random testing is being implemented as a deterrent for drug or alcohol use. An employee who tests positive in a random test may, on a one-time basis, obtain assistance under a Mandatory Referral Program as a condition of continued employment. This opportunity is afforded to employees only once during his or her career in TUHS. Employees are urged to seek assistance before they become subject to testing.

E. Applicants for Employment. Any applicant for employment who receives a Verified Positive Drug Test Result or alcohol preemployment test indicating an alcohol concentration level of 0.02% or above shall have his/her offer of employment withdrawn.

F. Compliance with Testing Procedures. All employees must comply with testing procedures. Refusal to comply with testing procedures is a terminable offense.

G. A positive result from any test conducted during the follow-up testing period will result in termination.

VI. Education and Treatment Referrals

A. Drug and Alcohol Education Program

TUHS has developed a Drug and Alcohol Education program to assist employees to understand the perils of drug and alcohol abuse. As part of the Program, TUHS will engage in an educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace.

B. TUHS Employee Assistance Program (EAP)

1. TUHS offers its employees and their dependents an EAP to aid them in working out personal difficulties that may be affecting their personal lives, performance on the job, and possibly contributing to the misuse of alcohol or controlled substances, or exacerbating other medical illnesses or problems. Any employee may at any time seek confidential assistance through the EAP. Management referral or permission is not required.

The EAP is staffed with fully trained mental health and substance abuse specialists who can assist with all problems of living, including but not limited to drug or alcohol use and abuse.

2. Payment for EAP Referrals. Payment for EAP referrals is in accordance with the provisions of the employee's health plan.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

C. Mandatory Referrals

1. Employees found positive on a random drug test will be given a one-time opportunity to avail themselves of treatment or they may resign from employment. This opportunity is afforded to employees only once during his or her employment within TUHS. Such return to work agreement or resignation shall be handled through a Substance Abuse Professional (SAP) and the appropriate Associate Hospital Director for Human Resources.
2. The employee must make an initial contact with TUHS EAP within 72 hours of referral following a positive random drug test. He/she must comply with any treatment the EAP/SAP counselors recommend, and return to work within 90 days of referral or length of time not to exceed approved FMLA whichever is greater. Treatment may include counseling, inpatient or outpatient visits.
3. When the employee completes any prescribed treatment, he/she must contact the Occupational Health Department SAP within 72 hours to schedule a post-treatment evaluation, and at that evaluation, present for review documentation from the treatment provider certifying that he/she has complied with treatment, agrees to any recommended after-care, and is able to return to duty without restriction, upon providing a post-treatment drug and alcohol test with negative results.
4. Mandatory Follow-up Monitoring. Employees returning to work are subject to mandatory follow-up testing and must comply with the following rules:
 - a. The employee must comply with the follow-up post-treatment, and return to duty testing procedures. The employee may not report in as sick after being notified of a test.
 - b. The employee must meet with the SAP for monitoring and counseling appointments, if scheduled by the SAP. The employee may call the SAP at any time to set up an appointment if he/she desires.
 - c. If the employee desires treatment or assistance, he/she may request it by calling the EAP or the SAP. However, if the employee requests assistance or treatment after he/she has been notified of selection for any test, asking for assistance will not block the test from occurring, and he/she must still submit to testing. Asking for assistance after being notified of a test will not alter the administrative or disciplinary consequences of such testing if those test results are positive.
 - d. The employee must comply with, and complete, the treatment plan and any aftercare recommended by the treatment provider and approved by the EAP and/or SAP. Noncompliance shall result in the employee being discharged.
 - e. Participation in follow-up testing, the EAP, or any aspect of any employee assistance program does not alter or prevent appropriate administrative or corrective action for any violation of TUHS rules and regulations.
 - f. The follow-up monitoring period will commence when the employee reports for duty.
 - g. If, at the post-treatment evaluation, the employee has any doubt about whether he/she is ready to return to work, or has any doubt about whether he/she would pass the drug and alcohol test or if he/she feels that additional treatment is needed before returning to work, the evaluation may be ended without a test, and the employee may report back

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

to the EAP without penalty provided he/she has not exceeded the 90-day maximum time for mandatory treatment.

D. Voluntary Referrals to the EAP.

1. Non-probationary employees who are not subject to Mandatory Referral to the EAP may choose to utilize EAP drug and alcohol rehabilitation services of their own volition. TUHS encourages this use. However, if the employee requests assistance or treatment after being notified of a test it will not alter the administrative or disciplinary consequences of such testing. Moreover, the employee shall not avoid any disciplinary charges or pending disciplinary charges by entering voluntary referral.
2. The EAP will disclose the progress of an employee who voluntarily refers him/herself to TUHS staff only if obligated to do so under its duty to warn TUHS that an employee who is not cleared for direct patient care or safety sensitive work may attempt to return to such work. Aside from fulfilling such obligation, the EAP will maintain the confidentiality of employees who utilize its services, including drug and alcohol rehabilitation and treatment services.
3. Employees returning to work post voluntary referral will require a fitness for work clearance return to work as is required for other leaves which includes post treatment drug and alcohol test with negative results. There is no provision regarding on-going unannounced testing under this policy for employees who voluntarily refer themselves for treatment. However, through employee request follow-up testing may be conducted through Occupational Health Services in accordance with other treatment plans, such as the State's program for nurses. Such testing is outside the scope of the TUHS Drug and Alcohol policy and would be provided at cost to the employee.
4. An employee in direct patient care or a safety sensitive position who has volunteered and is or has been undergoing an aftercare or treatment plan remains subject to random testing. If the test is found to be positive, the employee will be afforded the same alternatives as though he/she was not undergoing any program.

E. Compensation During Participation in EAP Treatment.

During the time he/she is held off by the EAP for evaluation and treatment, he/she may use available paid leave in accordance with applicable policies. He/she must complete any papers or forms required for starting leave and return them to the Human Resources Department for processing in order to receive such pay.

VII. Confidentiality

The results of an employee's drug and alcohol test results will be treated as confidential administrative records and maintained in the Office of Human Resources Administration. The employee's department and the HR Department will be advised of the employee's status to ensure this policy is followed.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

TUHS may be obligated to disclose the results of drug and alcohol tests to law or regulatory enforcement agencies or government officials, and, when required, TUHS will comply with disclosure requirements.

In the event that an employee, or any Union or other representative of that employee, makes disclosure of test results or EAP participation or challenges test results of administrative or disciplinary action related to this policy, disclosure of relevant information may be made by TUHS to the extent necessary to defend itself and to protect its and the public's interest.

APPROVALS

Recommended & Approved by:

/s/ Robert B. Birnbrauer

Vice President for Human Resources

Date Signed: April 12, 2007

Approved by:

/s/ Joseph W. Marshall, III

Chairman and CEO

Date Signed: April 25, 2007

Interpreted by: Human Resources

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

APPENDIX A

Drug Test Panels

- Amphetamine and its by-products and metabolites;
- Barbiturates (such as Phenobarbital, butalbital);
- Cocaine and its by-products and metabolites;
- Marijuana and its by-products and metabolites, including delta-9-THC;
- Methadone;
- Phencyclidine and its by-products and metabolites;
- Propoxyphene;
- Opiates and its by-products and metabolites, including 6-monoacetylmorphine, morphine, codeine, and heroin;
- Benzodiazepines (such as Valium, Serax, Tranxene);
- Fentanyl, Meperidine, Tramadol; and
- Alternative drugs of abuse, as determined by findings in the community.

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

APPENDIX B

Direct Patient Care/Safety Sensitive Positions

The following list defines the direct patient care and safety sensitive positions for the purpose of this policy. Full-time, part-time, pool, per diem, temporary and student employees performing the duties of any of these positions, inclusive of senior, lead and chief positions where they exist, supervisors of these positions, and the CEO's and their direct reports will be subject to random testing.

ABDOMINAL TRANSPLANT SPECIALIST
ANESTHESIA ASSISTANT
ANESTHESIA TECHNICIAN
ATHLETIC TRAINER
AUDIOLOGIST
AUDIOLOGY ASSISTANT
BEHAVIOR HEALTH THERAPIST
BIOMEDICAL ELECTRONIC TECHNICIAN
BIOMEDICAL EQUIPMENT TECHNICIAN
BLOOD TECHNICIAN
BUILDING MECHANIC
CARDIAC CATH TECHNOLOGIST
CARDIAC MONITOR TECHNICIAN
CARDIAC TRANSPLANT SPECIALIST
CARDIO PULMONARY TECHNOLOGIST
CARPENTER
CASE MANAGEMENT REPRESENTATIVE
CASE MANAGER
CAT SCAN TECHNICIAN
CAT SCAN TECHNOLOGIST
CHARGE NURSE
CLINICAL COORDINATOR
CLINICAL INTAKE COORDINATOR
CLINICAL LEADER LIAISON
CLINICAL NURSE SPECIALIST
CLINICAL PHARMACIST SPECIALIST
CLINICAL RESEARCH NURSE
CLINICAL TEAM LEADER
CLINICAL TRIALS COORDINATOR
COMPUTER AXIAL TOMOGRAPHY TECHNOLOGIST
COORDINATOR DISCHARGE PLANNING
COURIER
CRISIS RESPONSE TECHNICIAN
CAT SCAN ASSISTANT

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

CYTOLOGY AIDE
CYTOLOGY PREP TECHNICIAN
CYTOTECHNOLOGIST
DELIVERY ROOM TECHNICIAN
DIETITIAN
DOSIMETRIST
DRIVER
DRUG & ALCOHOL COORDINATOR
ECHOCARDIOGRAPHY TECHNICIAN
ECHOCARDIOGRAPHY TECHNOLOGIST
EDUCATION COORDINATOR
EDUCATOR
EEG TECHNICIAN
EKG SPECIAL STUDIES TECHNICIAN
EKG TECHNICIAN
ELECTRICIAN
EMERGENCY DEPARTMENT TECHNICIAN
ENGINEER
ESCORT ATTENDANT
EXERCISE PHYSIOLOGIST
GERIATRIC COORDINATOR
GI TECHNICIAN
GRADUATE NURSE
GRADUATE PHARMACIST
HEART FAILURE SPECIALIST
HISTOLOGY TECHNICIAN
HLA TECHNOLOGIST
HOME HEALTH AIDE
HOSPITALIST
HVAC MECHANIC
INFECTION CONTROL PRACTITIONER
LAB ASSISTANT
LAB MEDICAL TECHNOLOGIST
LAB PHLEBOTOMIST
LAB SERVICES COMPUTER OPERATOR
LAB SERVICES COMPUTER TECHNICIAN
LAB TECHNICIAN
LICENSED PRACTICAL NURSE
LOGISTICS COORDINATOR
MAMMOGRAPHY TECHNOLOGIST
MANAGED CARE COORDINATOR
MECHANIC
MEDICAL ASSISTANT
MEDICAL LAB TECHNICIAN

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

MEDICAL SONOGRAPHER
MEDICAL TECHNOLOGIST
MENTAL HEALTH WORKER
MOLD ROOM TECH
MRI ASSISTANT
MRI TECHNOLOGIST
NUCLEAR MEDICINE TECHNICIAN
NUCLEAR MEDICINE TECHNOLOGIST
NURSE ADMISSION LIAISON
NURSE ANESTHETIST
NURSE EXTERN
NURSE MIDWIFE
NURSE PRACTITIONER
NURSING AIDE
NURSING ASSISTANT
NUTRITIONIST
OBSTETRICAL TECHNICIAN
OCCUPATIONAL THERAPIST
OCCUPATIONAL THERAPY ASSISTANT
OPERATING ROOM TECHNICIAN
OPHTHALMIC TECHNICIAN
OR ATTENDANT
OR SPECIALIST
ORDERLY
OUTPATIENT TECHNICIAN
PATHOLOGY ASSISTANT
PATIENT CARE ASSISTANT
PATIENT CARE TECHNICIAN
PATIENT COORDINATOR
PATIENT ESCORT
PATIENT SERVICE COORDINATOR
PATIENT SUPPORT TECHNICIAN
PEDIATRICS TECHNICIAN
PHARMACIST
PHARMACY EXPEDITER
PHARMACY EXTERN
PHARMACY INTERN
PHARMACY IV TECHNICIAN
PHARMACY STOREROOM ATTENDANT
PHARMACY TECHNICIAN
PHLEBOTOMIST
PHYSICAL THERAPIST
PHYSICAL THERAPY AIDE
PHYSICAL THERAPY ASSISTANT

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

PHYSICIAN
PHYSICIAN ASSISTANT
PMM REPRESENTATIVE
POLYSOMNOGRAPHER
POLYSOMNOGRAPHIC TECHNICIAN
POST-DOC FELLOW
PSYCHOLOGIST
PSYCHOLOGY INTERN
PULMONARY FUNCTION TECHNNICIAN
PULMONARY TRANSPLANT SPECIALIST
RESEARCH AND DEVELOPMENT MACHINIST
RADIATION ONCOLOGY PHYSICIST
RADIATION THERAPIST
RADIOLOGY ASSISTANT
RADIOLOGY NURSE
RADIOLOGY TECHNICIAN
RADIOLOGY TECHNOLOGIST
REGISTERED NURSE
REHABILITATION AIDE
REHABILITATION THERAPIST
RESIDENT
RESPIRATORY THERAPIST
RESPIRATORY THERAPY TECHNICIAN
RN FIRST ASSISTANT
SHUTTLE DRIVER
SPECIAL PROCEDURE TECHNOLOGIST
SPECIAL STUDIES TECHNOLOGIST
SPECIALTY NURSE COORDINATOR
SPEECH PATHOLOGIST
SPEECH THERAPIST
SPORTS MEDICINE SPECIALIST
STATIONARY ENGINEER
STROKE PROGRAM COORDINATOR
SURGICAL ASSISTANT
SURGICAL COORDINATOR
TEACHER
TEACHERS AIDE
TEAM LEADER/POWERHOUSE
TECHNICIAN & RESEARCH COORDINATOR
TELEMETRY TECHNICIAN
THERAPEUTIC RECREATION SPECIALIST
TRANSFER COORDINATOR
TRANSPLANT NURSE COORDINATOR
TRANSPORT PARAMEDIC

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

TRANSPORT SPECIALIST
TRANSPORT TECHNICIAN
TRAUMA CLINICAL COORDINATOR
TRUCK DRIVER
ULTRASOUND TECHNICIAN
ULTRASOUND TECHNOLOGIST
UTILIZATION MANAGEMENT COORDINATOR
UTILIZATION REVIEW COORDINATOR
VASCULAR LAB TECHNOLOGIST

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

**APPENDIX C
PRESCRIBER'S REPORT AND RECOMMENDATION**

Instructions: Employee fills in this section, presents form to physician. Please Print:

Employee's Name: _____ TU ID# _____

Address: _____

Day Phone Number: _____ Evening Phone Number: _____

To my Physician:

In order to expedite my return to work as a _____ while taking a controlled drug or a known potentially sedating medication, please provide the information requested below for use by TUHS's Occupational Health Department. This is necessary because of safety concerns involving the use of certain prescription medications by employees in direct patient care or safety sensitive positions.

I herewith authorize you to release this information to TUHS Occupational Health and thank you for your assistance with this matter.

Employee Signature: _____ Date: _____

Prescriber: Complete this section and return to employee to send to the Occupational Health Office.

This verifies that I have prescribed the following medication(s) for the above named patient:

Medication	Dosage	Directions	Duration (days/wks)

I certify that, in light of the patient's job duties, that this patient may safely consume these medications at the dosage listed above while on duty or subject to duty. This patient's medical indication for the above medications is: _____.

Signature of Prescriber: _____ Date: _____

Print Name and Address: _____

City, State & Zip Code _____ Phone Number: _____

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.

APPENDIX D
Medical Review Officers

Dr. Evelyn Balogun
Occupational Health Services
Temple University Hospital
3401 North Broad Street
Philadelphia, PA 19140

Dr. Stephanie Kao
Business Health
Jeanes Hospital
7600 Central Avenue
Philadelphia, PA 19111

Dr. Gabriel Rosales
Rosales and Bonner
c/o Northeastern Hospital
2301 E. Allegheny Avenue
Philadelphia, PA 19134

Dr. Neil Dash
546 Franklin Avenue
Massapequa, NY 11758

THE SIGNED ORIGINAL IS MAINTAINED WITH THE POLICY COORDINATOR OF THE ISSUING AUTHORITY.

ANY PRINTED COPY OF THIS POLICY MAY NOT BE CURRENT. REFER TO THE ON-LINE VERSION FOR THE MOST CURRENT POLICY.

USE OF THIS DOCUMENT IS LIMITED TO TEMPLE UNIVERSITY HEALTH SYSTEM STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE OF THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.