

VHS Substance Abuse Policy

Valley Health Services, Inc. ("VHS") feels it is in the best interest of patient care and our work force to provide a drug and alcohol free work environment. Any employee determined to be in violation of our Substance Abuse Policy is subject to disciplinary action, which may include termination for the first offense. It is a Standard of Conduct for Employees of VHS not to use or sell illegal drugs, abuse alcohol, or work impaired due to any legal substance. In order to maintain this Standard, VHS has established the following Substance Abuse Policy and Program. We require that personnel and operating practices be consistent with the highest standards of health and safety. A safe work environment includes a drug free environment wherein all the employees of VHS are free from the influence of drugs and/or alcohol during the course of employment with VHS.

GENERAL GUIDELINES

Our policy guidelines are as follows:

- a. All new hires are required to complete a drug screening test.
 - b. All employees may be included in random testing.
 - c. Any employee may be screened if there is reasonable suspicion of impairment due to drugs and/or alcohol or after a work related accident.
 1. All employees are prohibited from being under the influence of or consuming alcohol or illegal substances at any time, during working hours or on any of VHS premises (including VHS parking lots). Any employee found to be under the influence will be subject to discipline, up to termination.
 2. The sale, possession, transfer, or purchase of illegal drugs on VHS property or while performing VHS business is prohibited. The theft and/or sale of any medications involving residents or VHS pharmaceutical supplies is prohibited. Law enforcement officials will be notified of such activities and all actions of employees involved will be considered gross misconduct and subject to immediate dismissal.
 3. An employee who must use a prescription drug that may cause adverse side effects (i.e. drowsiness or impaired reflexes or reaction time) should inform his/her supervisor in advance that he/she is taking such medication on the advice of his/her physician. Employees are responsible for informing their supervisor of the drug's effect on performance and the expected duration of use. If an employee is using a drug that could cause safety issues for the residents or co-workers, VHS reserves the right to grant the employee sick leave or other form of paid or unpaid leave or temporarily assign the employee different work duties. No employee shall share his/her prescription with another co-worker.
- A. "Legal Drugs"-includes prescription drugs and over the counter drugs that have been legally obtained and are being used solely for the person and purpose that they were prescribed or manufactured.

- B. "Illegal Drugs"- any drug
- (a.) which is not legally obtainable:
 - (b.) which may be legally obtainable but has not been legally obtained;
 - (c.) which is being used in a manner or for a purpose other than as prescribed.

RANDOM SCREENING

VHS maintains **RANDOM** screening practices to identify employees who use illegal drugs or abuse alcohol during work hours. It is a condition of continued employment to submit to random drug and/or alcohol screening.

A Certified Third Party Administrator will be contracted by VHS to administer the random drug and alcohol testing. Selections for testing will be made on a random basis. The employee's identification number will be the only information used to do the selection. Management will then be notified in the strictest of confidence of which employees have been selected. VHS will determine the percentage of testing done for drugs or alcohol screening. An employee may be tested for alcohol or drugs prior to work, during work or just after work by the Third Party Administrator or at a medical facility. Any attempt to adulterate or adulteration of the urine specimen or alcohol breath screening will be a positive when confirmed by a Medical Review Officer (MRO). Refusal to submit to a random drug or alcohol test will result in termination from employment.

RANDOM TESTING PROCEDURE

The facility will submit a list of Employee ID numbers to the Certified Third Party (Centrex). The testing agency will contact VHS with the list of selected Employee ID numbers. Those employees will be required to submit to the random drug testing that will be completed at our facility. All Employee ID numbers will be considered each time a random testing is done. It is possible that an employee could be randomly selected each time. VHS has no control of the Employee ID numbers selected.

Centrex will collect body fluid samples (urine) from the employee and will test such specimen for controlled substances, drugs, narcotics and any intoxicant or their metabolites.

Any employee required to submit a random drug testing should notify the Certified Third Party Administrator of any prescribed medication that could produce a positive test result at the time of testing.

If a substance abuse test is conducted and the test result is positive, the employee who tested positive will be terminated.

Additionally, if an employee refuses to consent to and submit to a substance abuse test the employee will be terminated.

REASONABLE SUSPICION POLICY

If VHS reasonably suspects that an employee is under the influence of drugs or alcohol, VHS may require the employee to submit to reasonable suspicion testing. Drug and/or alcohol testing may also be required following an accident that an employee is involved in or for which an employee bears responsibility.

Any employee reporting for work visibly impaired and is unable to perform required duties will not be allowed to work. If possible, the employee's supervisor should seek another supervisor's opinion to confirm the employee's status. The supervisor should consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee should be sent home or to a medical facility by taxi or other safe transportation, depending on the determination of the observed impairment, accompanied by a supervisor or another employee if necessary.

If there is reasonable suspicion of impairment due to drugs or alcohol, VHS reserves the right to conduct a search of lockers, desks, or any personal containers as well as the employee and his/her personal property. If VHS suspects an employee of violating this policy, VHS may request the employee to empty his/her pockets, back packs, pocketbooks or other property where concealment may occur. An employee's consent to search is a condition of employment and a refusal may result in disciplinary action, including termination from employment. Refusal to submit to reasonable suspicion testing or testing after an accident will result in termination from employment.

An impaired employee should not be allowed to drive.

REASONABLE SUSPICION:

Circumstances that could be indicators of a substance abuse problem and considered reasonable suspicion:

- A. Observed alcohol or drug abuse during work hours on VHS premises.
- B. Apparent physical state of impairment.
- C. Incoherent mental state.
- D. Marked changes in personal behaviors that are otherwise unexplainable.
- E. Deteriorating work performance that is not attributed to other factors.
- F. Accidents or other actions that provide reasonable cause to believe that the employee may be impaired.

PROCEDURE FOR TESTING

If a supervisor has reasonable suspicion and has confirmed this suspicion with another management member, the **supervisor** must contact the Administrator on Call and the Maintenance person on call. Together they will deliver the individual to St. Luke's Emergency Room for drug testing. The RN Supervisor will contact the Certified Third Party Administrator to meet the individual at the testing site and initiate the testing. The employee must provide a photo id or the supervisor must verify the identity of the person being tested. The Third Party Administrator controls the environment and collection process from this point.

The testing center collects urine specimens for the drug testing process and conducts a Breath Alcohol Test for testing the level of alcohol. All urine samples are collected by a Chain of Custody procedure. This means that the environment and collection process is controlled in a way that ensures the integrity of the urine sample. The testing is sent to a National Laboratory. The laboratory will send the results to the Medical Review Officer (MRO). VHS has a zero tolerance for both drugs and/or alcohol abuse. If an employee's test results are greater than zero (.05 on the Breath Alcohol Test) the employee is in violation of VHS zero tolerance abuse policy.

The Medical Review Officer reports the negative screening results to VHS. The MRO will contact the employee/donor if there is a positive result. The MRO will interview the employee/donor to determine if the result is indicative of an abuse situation or problem caused by a legally prescribed medication. After the employee/donor has been notified, the results are sent to VHS.

If a substance abuse test is conducted and the test result is positive, the employee who tested positive will be terminated.

GROUNDINGS FOR TERMINATION OR DISCIPLINARY ACTION

Illegal drug use:

Any employee bringing any illegal substance onto VHS' premises or property, having possession of, being under the influence of, using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug as defined above is guilty of misconduct and is subject to discipline including discharge or suspension without pay from employment, even for first offense. Failure to submit to required medical or physical examinations or tests is misconduct and is grounds for discharge from employment.

Alcohol or Legal Substance Abuse: An employee who is under the influence of alcoholic beverages or legal substance during working hours shall be guilty of misconduct and is subject to discipline including discharge, even for the first offense.

An employee shall be determined to be under the influence of alcohol if:

- a. The employee's normal faculties are impaired due to consumption of alcohol or,
- b. The employee has a blood alcohol level of .05 or higher.

Failure to submit to required medical or physical examinations or tests is misconduct and is grounds for discharge from employment.



Bassett Healthcare Network Valley Health Services

CERTIFICATE OF AGREEMENT

I do hereby certify that I have received and read Valley Health Services, Inc. Substance Abuse Policy and had the policy explained to me.

I understand that if my performance indicates it is necessary, I will submit to substance abuse screening. I also understand that failure to comply with a request or a positive result may result in my termination from employment.

I further understand that I will be required to submit to pre-hire drug testing, random drug and/or alcohol testing. I understand that refusal to take a requested drug and/or alcohol tests or failure to meet the minimum standards set for the screening, may result in the loss of my eligibility for employment or my termination from employment.

I have read in full and understand the above statements and conditions of employment.

Employee Name (please print)

Employee Signature

Date

For all applicants under the age of 18, a parent or guardian must accompany the minor to the pre-hire drug screen.

I, _____, parent or guardian of _____

_____, do hereby give my permission to Centrex Lab Services to conduct the pre-hire drug screen for employment at Valley Health Services, Inc.

Name of Parent/Guardian: _____

Signature: _____

Date: _____

(substance abuse/testing policy)
(9/10; 03/11; 7/11)