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**SECTION:** ADMINISTRATION

**AREA:** GENERAL ADMINISTRATION

**SUBJECT:** DRUG TESTING

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### PURPOSE

To promote the health, safety and productivity of our employees, it is the policy of UAMS to provide a drug-free workplace. To support our goal of a drug-free environment, the UAMS drug testing program will consist of (1) pre-employment drug testing, (2) for cause drug testing, and (3) random drug testing. All procedures outlined herein should be deemed consistent with policies [4.4.05 \(Drug Free Workplace\)](#), [4.4.06 \(Substance Abuse Policy\)](#), and [4.5.18 \(Post Employment Medical Screening\)](#) in the UAMS Administrative Guide.

### DEFINITIONS

**I. Pre-employment Drug Testing** - Once an applicant in a testable position has been selected for employment, he/she will be required to submit to a drug test. Employment will be finalized only upon completion of a negative drug test. Refusal to submit to the drug test will be interpreted as a withdrawal of the application.

**II. For Cause Drug Testing** - An employee in a testable position whose behavior is consistent with substance abuse can be required by their immediate supervisor to submit to a drug screen. Behavior indicating substance abuse may include:

- A. Observed impairment of job performance.
- B. Abnormal conduct or erratic behavior.
- C. A serious workplace accident or number of minor workplace accidents.
- D. Evidence of drug tampering in the employee's workplace.
- E. Arrest or conviction on an alcohol- or drug-related offense.

Suspicious behavior should be documented on the form appended to this policy (Attachment I). This form is to be retained in the departmental personnel file. Employees meeting any of the above criteria, or other reasonable criteria utilized by the supervisor, may be required to submit to a drug test. Refusal or failure to submit to a timely drug test is sufficient cause for termination of employment.

### **III. Random Drug Screening**

At a specified interval, employees in testable positions will be selected for drug screening using a random sampling methodology. Employees will receive 2-hour notification of their selection and will be required to submit a sample at the specified location and time.

#### **IV. Testable Positions**

A position at UAMS that has been designated for drug testing. Testable positions include all direct patient care positions, all safety-sensitive positions and other special needs positions. An illustrative list of Testable positions are identified in Attachment II to this policy.

#### **V. Medical Review Officers**

The medical review officer is a physician responsible for receiving and reviewing drug test results. The medical review officer is designated by the Chancellor.

### **PROCEDURES**

#### **PRE-EMPLOYMENT DRUG TESTING PROTOCOL**

- A. Drug testing shall be completed prior to starting work. Managers who allow employees to begin work prior to receiving at least verbal confirmation from Human Resources of a negative drug test will be subject to disciplinary action.
- B. At the time an offer of employment is extended, the potential employee will be given instructions on submitting a urine sample for drug testing. The sample will be tested qualitatively for at least the following substances: Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine (PCP), Barbiturates, or derivatives thereof. The sample may be tested for other drugs as necessary. All samples collected from faculty testable titles will undergo a more extensive qualitative test.
- C. Within 24 hours of the submission of a urine sample, negative results will be communicated to Human Resources. Within a subsequent 24-hour period (excluding weekends), Human Resources will notify the department of negative results by phone and will follow with written notification by mail. If an initial screen produces a positive result, a confirmatory test on the same sample will be conducted. If the confirmatory test is also positive, the result will be turned over to the MRO.
- D. The Medical Review Officer will schedule an appointment with the applicant to discuss the results. The test results will be interpreted by the Medical Review Officer and reported to Human Resources. Upon the advice of the Medical Review Officer, the department will notify the applicant that the offer of employment is being withdrawn and will encourage the applicant to seek treatment.
- E. The Medical Review Officer will schedule an appointment with the applicant to discuss the results. The test results will be interpreted by the Medical Review Officer and reported to Human Resources. Upon the advice of the Medical Review Officer, the department will notify the applicant that the offer of employment is being withdrawn and will encourage the applicant to seek treatment.

#### **II. FOR CAUSE DRUG TESTING PROTOCOL**

- A. If an employee's behavior causes reasonable suspicion of alcohol or drug abuse, a supervisor will request to a department head that a drug screen be performed. The department head or acting department head has authority to direct a for cause drug test. Should the Supervisor or department head have questions whether to direct a for cause drug test, a call may be made to the Employee Assistance Program (EAP) at 686-2588. A staff member will be made available for consultation and assistance in making a decision to test for cause.

B. The employee to be screened shall be relieved of his/her duties and will be given a specific time and date (less than two hours) that he/she is to report to the testing facility. Failure to report at the specified time, without pre-approval of the supervisor, is sufficient cause for immediate termination. In the event that the employee is obviously impaired, the consulting staff member will make arrangements with UAMS Police to provide transportation to the testing facility.

C. The submitted sample (blood and/or urine, as appropriate) will be screened for the following substances: Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine (PCP), Barbiturates, or derivatives thereof and other drugs deemed necessary. If an initial screen returns a positive result, a confirmatory test on the same sample will be conducted. If the confirmatory test is also positive, the result will be turned over to the MRO. All sample collections for drug tests conducted for cause will be performed under observation.

D. The Medical Review Officer will schedule an appointment with the employee to discuss with him/her the results and inform the employee's department head.

E. The department head will determine the action necessary when an employee tests positive for a drug of abuse. Options available to the department head will be up to and including immediate termination. The department head will consider corrective actions that may be initiated by the employee, including consultation and corrective treatment protocols in cooperation with outside professional expertise and/or with the Employee Assistance Program (EAP). The decision of the department head is final.

F. Any employee terminated for cause will be ineligible for rehire for at least six months.

### **III. RANDOM DRUG TESTING**

A. Random screening will include all testable positions.

B. Employees will receive 2-hour prior notification from the Office of Human Resources of drug test. They will be required to report to a specified location within that 2-hour timeframe for testing. .

C. Failure to submit the sample as directed is sufficient cause for termination.

D. The Medical Review Officer will schedule an appointment with the employee to discuss with him/her the results and inform the employee's department head.

E. The department head will determine the action necessary when an employee tests positive for a drug of abuse. Options available to the department head will be up to and including immediate termination. The department head will consider corrective actions that may be initiated by the employee, including consultation and corrective treatment protocols in cooperation with outside professional expertise and/or with the Employee Assistance Program (EAP). The decision of the department head is final.

F. Any employee terminated for cause will be ineligible for rehire for at least six months.

### **IV. TESTING PROCEDURES**

A. Employees identified for testing will receive no more than 2-hours prior notification.

- B. Employees selected will be notified by the Office of Human Resources and will be required to report to a specified location within 2 hours for testing. Employees must bring their photo identification (ID), e.g., driver's license, ID badge, etc. Employees must report immediately. EXCEPTION: All Arkansas Children's Hospital (ACH) based UAMS faculty will have tests performed under procedures administered by ACH.
- C. Refusal to undergo required drug testing will result in disciplinary or adverse action up to and including removal. Attempts to alter or substitute a specimen will be treated as a refusal to take a drug test.
- D. Individuals being tested may provide to the Medical Review Officer information on any prescription medication they are taking which could affect the test results. Such information will be kept confidential.
- E. Urine Collection Procedures:
  - 1. Specimen will be provided in a secure collecting facility.
  - 2. Donor leaves unnecessary outer garments in secure holding area. Personal items (such as briefcases, handbags and packages) must be left in holding area.
  - 3. Collector provides donor a wrapped/sealed collection container and specimen bottle.
  - 4. Donor provides specimen in secured area.
  - 5. Collector receives specimen and places cap securely on container.
  - 6. Collector places seal over bottle and dates the seal.
  - 7. Donor initials security seal after attached to bottle.
  - 8. Collector initials and dates the seal area of the security bag and the shipping container (if used).
- F. All positive results will be reported to the Medical Review Officer.

## **V. OTHER CONSIDERATIONS**

- A. Test results will be granted confidentiality in accordance with all federal and state laws and UAMS policy. Tests will be performed off-site and will be paid for by UAMS (unless the tests are performed in accordance with an employee contract that states otherwise). Notification of any other agency or licensing board will be accomplished by the department in accordance with state and federal law.
- B. Applicants may be asked to provide information as necessary to interpret drug screen results. Such information will be considered confidential.
- C. Attempts to alter or substitute a specimen will be cause for withdrawal of the application for employment or immediate termination, even if the attempt is discovered after the period of employment begins.
- D. This policy shall not be construed to address aspects of substance abuse policy and procedure other than pre-employment, for cause, and random drug testing. See UAMS policy 4.4.05 for policies that govern the use, possession, manufacture, purchase, or distribution of controlled substances on campus.



## ATTACHMENT II

### TESTABLE POSITIONS – SUBJECT TO CHANGE

Positions on this list have been designated to perform activities that are involved with patient care and/or safety sensitive responsibilities. Departments wishing to add positions to this list should present a written request, containing justification to the Assistant Vice Chancellor for Human resources.

6836	Advanced Practice Nurse
6714	Ambulatory Technician IV
Z001	Associate Admin of Patient Care
0A16	Associate Director Hospital
6664	Assistant Director Pharmacy
Z822	Assistant Director Physical Plant
0F36	Assistant Family Practice Coord
6633	Assistant Head Nurse
B005	Assistant Lab Animal Tech
Y003	Auto/Diesel Mechanic
H005	Baker II
0B35	Biomedical Instrument Engineer
6672	Blood Bank Donor Assistant Manager
6673	Blood Bank Manager
J007	Bookstore Manager
6820	Cardiac Non-Invas Tech I
6821	Cardiac Non-Invas Tech II
6822	Cardiac Non-Invas Tech III
E001	Care Giver I
E004	Care Giver II
E006	Care Giver III
K149	Cashier I
K145	Cashier II
G149	Central Control System Operator
G150	Central Control System Supervisor
6708	Central Escort Manager
V011	Central Supply Supervisor
V017	Central Supply Tech Shift Supervisor
V015	Central Supply Technician
0C08	Certified Classroom Teacher
6711	Certified Ophthalmic Assistant
6717	Certified Tech II - WEO

6703	Certified Technologist I
6702	Certified Technologist II
6701	Certified Technologist III
6634	Charge Nurse
6722	Charge Nurse - WEO
0A71	Chemical Hygiene Officer
0A18	Chief Pharmacist
M012	Child Care Director
6629	Clin Nursing Spec I
0A31	Clinic Director
0F39	Clinic Instructor
0F41	Clinic Assistant Instructor
00M3	Clinical Care Assistant
6692	Clinical Care Tech
6638	Clinical Case Manager
L016	Clinical Dietician
0A44	Clinical Equipment Tech II
G002	Clinical Housekeeper
0A33	Clinical Laboratory Manager
6666	Clinical Laboratory Supervisor - Hosp
6626	Clinical Nursing Specialist II
0A08	Clinical Services Director
6832	Clinical Services Manager
6691	Clinical Social Worker
6706	Clinical Technician I
6705	Clinical Technician II
6704	Clinical Technician III
H025	Cook I
H027	Cook II
K069	Courier II
G039	Custodial Supervisor II
G171	Custodial Worker I
G035	Custodial Worker II
E095	Day Care Attendant
E096	Day Care Teacher
L025	Dental Assistant
L184	Dietetic Technician

0B14 Director AR Cares Children's Div  
6676 Director Clinic Nursing  
0B28 Director Clinical Information Systems  
6690 Director Dialysis, Transplant Service  
00F9 Director Dietary Interns  
0A69 Director Environmental Health & Safety  
0B75 Director Geriatric Service & Prof Practice  
0B29 Director Home Health  
0B11 Director Hospital Applications  
0A92 Director Medical Records  
0F70 Director Occupational Therapy  
0B05 Director Poison & Drug Info  
0B81 Director of Child Care  
0B96 Director of Distribution Services  
0A40 Director of Faculty/Student Services  
Z488 Director of Patient Relations  
6662 Director of Pharmacy  
0A50 Director of Physical Plant  
0F71 Director of Physical Therapy  
0B97 Director of Property Services  
Z857 Director of Public Safety  
0A62 Director of Rehabilitation Services  
Z842 Director of Social Services  
Y028 Electrician Foreman  
Y027 Electrician Supervisor  
L054 Emergency Technician  
G045 Equipment Operator  
M031 Escort  
6833 Executive Director – Eye Bank  
Extra Help  
6709 Eye Bank Technical Director  
0F33 Family Practice Coordinator  
0A30 Firelife Safety Officer  
H035 Food Production Supervisor  
H039 Food Service Worker I  
H043 Food Service Worker II  
0A98 Foreign Nurse Coordinator

G161	General Maintenance Repairman
0B45	Genetic Counselor
0B46	Genetic Counselor Supervisor
0A32	Hazard Matter Safety Officer
Y032	Hazardous/Toxic Mat Foreman
Y033	Hazardous/Toxic Mat Worker
T023	HE Public Safety Commander I
T020	HE Public Safety Commander II
T067	HE Public Safety Dispatcher
T070	HE Public Safety Officer I
T071	HE Public Safety Officer II
T030	HE Public Safety Supervisor
T032	HE Public Safety Security Officer II
6683	Head & Neck Procedure Special
6631	Head Nurse
T065	Health Physics Technologist
0A76	Industrial Hygiene Officer
0B83	Infection Control Controller
Y046	Instrument Engineer
Y049	Instrument Technician II
Z844	Instrumentation Engineer
0F25	Intern
Y053	Journeyman Carpenter
Y055	Journeyman Electrician
Y065	Journeyman Locksmith
Y057	Journeyman Painter
Y059	Journeyman Plasterer
Y061	Journeyman Plumber
B038	Lab Animal Technician Supervisor
B039	Lab Assistant I
B041	Lab Assistant II
B043	Lab Assistant III – AHEC
0B60	Lab Support Technician I
0B61	Lab Support Technician II
0B62	Lab Support Technician III
6669	Lab Technic III – Hosp
B035	Laboratory Aide I

B037	Laboratory Aide II
6707	Laboratory Manager – Adm
0B93	Lactation Consultant
6682	Laser Technician
6660	LPN I
6804	LPN I – AHEC
6718	LPN I – WEO
6657	LPN II
6805	LPN II – AHEC
6719	LPN II – WEO
K065	Mail Officer
0A94	Manager Medical Ancillary Service
W016	Medical Diagnostic Analyst
0A59	Medical Director Student/Employee Health Svc
0A70	Medical Director/Toxicology
0A57	Medical Imaging Electronic Engineer
6668	Medical Lab Technician – Hosp
W012	Medical Records Administrator
W015	Medical Records Technician
0A53	Medical Services Administrator
0A54	Medical Services Manager
0B66	Medical Staff Coordinator
6801	Medical Technologist I
6802	Medical Technologist II
6803	Medical Technologist III
M043	Mental Health Assistant II
0B12	Mental Health Professional I
0B13	Mental Health Professional II
6625	Nurse Anesthetist
6630	Nurse In Service Instr – Hosp
6635	Nurse Practitioner I
6806	Nurse Practitioner I - AHEC
5532	Nurse Practitioner II
6807	Nurse Practitioner II – AHEC
6627	Nurse Practitioner III
L079	Nursing Assistant I
L081	Nursing Assistant II

6658 Nursing Unit Coordinator – Hosp  
6677 Nutritionist  
6645 Occupation Therapist Coordinator  
X335 Occupation Safety Coordinator  
6643 Occupational Therapist – Hosp  
L091 Occupational Therapy Worker  
0A35 Operating Systems Specialist  
6710 Ophthalmic Assistant  
6685 OT Clinical Coordinator  
Y069 Paint Shop Foreman  
Y073 Paint Supervisor  
0A90 Patient & Student ED Director  
Z000 Patient Care Admin  
6628 Patient Care Supervisor – Hosp  
6715 Patient Care Technician  
0B26 Patient Coordination Supervisor  
6814 Patient Representative  
6716 Patient Services Coordinator  
6641 Pharmacist I – Hosp  
6726 Pharmacist I – WEO  
6640 Pharmacist II – Hosp  
6724 Pharmacist II – WEO  
6663 Pharmacist III – Hosp  
L099 Pharmacy Assistant  
0F48 Pharmacy Resident  
6670 Pharmacy Specialist  
6665 Pharmacy Supervisor  
L101 Pharmacy Technician  
L035 Pharmacy Technician Supervisor  
B004 Phlebotomist I  
B002 Phlebotomist II  
6826 Physical Therapist Assistant  
6644 Physical Therapist - Hosp  
L107 Physical Therapy Worker  
0B10 Poison Control Specialist  
0B31 Practice Manager Outpatient Services  
T070 Public Safety Officer I

6831	QA/UR Analyst
0B04	Quality Control Manager
6637	RN I
6808	RN I – AHEC
6720	RN I - WEO
6636	RN II
6809	RN II – AHEC
6721	RN II – WEO
6639	RN IV
X392	Safety Supervisors
E002	Safety Training Officer
0B53	Senior Nurse Anesthetist
V043	Shipping & Receiving Clerk
Y030	Skilled Trades Foreman
Y101	Skilled Trades Helper
M073	Social Service Rep I
M075	Social Service Rep II
M080	Social Service Worker
0B80	Social Services Director
0B91	Social Services Supervisor
M086	Social Worker I
M088	Social Worker II
6667	Special Procedure Technician
H049	Supervisor of Cooking
G129	Surgical Technician
G185	Transit Bus Driver
Z821	UAMS Associate Director Physical Plant
0A25	UAMS Director Public Safety
W034	Utilization Review Coordinator
6823	Vascular Technician
0A37	VC Clinical Programs
K124	Ward Coordinator
Y107	Welder
6811	X-Ray Tech I
6812	X-Ray Tech II
6810	X-Ray Tech III

**All Faculties with patient care and/or safety sensitive activities**

Assistant Professor/Instructor  
Associate Professor  
Clinical practice pharmacy  
Fellows  
Interns/Residents  
Professor

**CONSENT TO RELEASE OF DRUG TEST RESULTS**

I, the undersigned physician and member of the Medical Staff of Arkansas Children’s Hospital (“Hospital”) do hereby acknowledge and agree as follows:

- As a member of the Medical Staff of the Hospital, I am bound by the Bylaws of the Medical Staff (“Bylaws”).
- The Bylaws require me to submit to periodic drug testing.
- I am an employee of the University of Arkansas for Medical Sciences (“UAMS”).
- As an employee of UAMS, I am subject to periodic drug testing by UAMS.
- I hereby consent to and expressly authorize the release by Hospital of any of my drug test results to UAMS.
- I hereby forever release Hospital from any and all liability, claims or causes of action which might otherwise accrue against Hospital and which arise from or are related in any way to Hospital’s release of my drug test results to UAMS.

IN WITNESS WHEREOF, I have executed this Consent to Release of Drug Test Results effective as of the date set forth below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Physician Name

\_\_\_\_\_  
Date