

SUBSTANCE ABUSE POLICY

Approved by:

Mark Peters, President and CEO

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I. POLICY:

It is the intent of East Jefferson General Hospital to provide a safe, productive work environment. Being under the influence of or the use, possession, sale or distribution of illegal drugs or negotiation of a sale of drugs, drug paraphernalia, or abusive use of legal drugs or other intoxicating substances while on the Hospital's premises or other work location is prohibited. All team members shall receive a copy of the Substance Abuse Policy and shall sign the Team Member Acknowledgement form.

II. DEFINITIONS:

A. Contract Employees:

All persons who provide services for or who conduct business on behalf of the Hospital including but not limited to those persons who do not receive W-2 forms from the Hospital such as persons under direct contract with or subcontract with the Hospital and/or volunteers.

B. Disciplinary Action:

Any team member found to be in violation of this policy is subject to disciplinary action up to and including discharge.

C. Drugs:

Drugs include narcotics, hallucinogens, depressants, stimulants, look-alike drugs, alcohol or other substances which can affect or hamper the senses, emotions, reflexes, judgment or other physical or mental activities. Included are controlled medications legally prescribed for current personal treatment.

D. Hospital Premises:

Any property which is owned, leased or under the control of the Hospital including buildings, grounds, parking lots, offices, equipment, desks and lockers. All team members must comply with the policy when on Hospital premises, whether on duty or not.

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E. Independent Agents:

All persons who provide services for and who conduct business on behalf of the Hospital and receive a 1099 form from the Hospital.

F. Medical Review Officer:

The term, "medical review officer" is the physician charged with the responsibility of reviewing and reporting to Team Member Health, positive test results of current team members and applicants for employment (post-offer). The MRO for East Jefferson General Hospital is the Medical Director of Team Member Health Services.

G. Medical Staff Physicians and Other Non-Physician Medical Members:

These are individuals who receive neither a W-2 nor a 1099 form from the Hospital. The drug testing policy contained in the Medical Staff Bylaws, Rules and Regulations will apply in these cases. If no such policy exists in the Medical Staff Bylaws, non-team member physicians will be subject to the portion of this policy pertaining to non-team members.

H. Non-Team Members:

Those who do not receive W-2's from East Jefferson General Hospital including but not limited to all contract and subcontract workers, (faculty, residents, interns) volunteers, students, laborers or independent agents who are conducting business on behalf of or providing services for East Jefferson General Hospital.

I. Prescribed Drugs:

Medications or prescribed drugs that an individual may be taking under the direction of a (health care provider with prescriptive authority)licensed physician/dentist to address a specific physical, emotional or mental condition.

J. Team Members:

All persons who receive W-2 forms from the Hospital.

K. Team Member Physicians:

Those physicians who receive W-2 or 1099 forms from the Hospital will be subject to all aspects of this policy.

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III. PROCEDURE:

A. Pre-Employment:

All applicants who receive a conditional offer of employment will submit to a drug test. Applicants will sign a Drug Screen Consent Form (Attachment 2). An applicant with a positive drug test (as defined in Section III. E.) will not be hired.

B. Probable Cause:

Team members suspected, in management's sole discretion, of using illegal drugs, illegal inhalants, alcohol or abusing controlled substances will be requested to submit to a drug/alcohol test. "Probable Cause" shall include, but is not limited to, excessive absences, excessive tardiness, lack of productivity, personality changes, difficulties in performance of duties, or any other reason, which in management's sole discretion, is deemed sufficient to lead to a reasonable suspicion that such team member may be using illegal drugs, illegal inhalants, alcohol, or may be abusing controlled substances. Furthermore, Probable Cause can include arrest or conviction of a drug-related offense, being identified as the subject of a criminal investigation regarding drugs, reliable information from reliable independent sources, or evidence of drug tampering or misappropriation. The requesting of a Probable Cause test means the supervisor is prepared to hold the team member accountable for any positive results.

C. Post Accident Testing:

Any team member involved in an employment related motor vehicle accident involving bodily injury will submit to a drug test. Any team member involved in other employment related accidents resulting in property damage or bodily injury will submit to a drug test at the discretion of their supervisor. Other team members in the immediate vicinity of the accident or incident may also be required to submit to a drug test if a supervisor believes that the team member may have caused or contributed to the accident or incident. The decision to order such testing shall be made within one (1) hour of the accident by the highest ranking department director/administrator who by their position is most closely related to the accident or incident. If unavailable, the decision will be referred to the Administrative Representative or Administrator on call. The test shall be performed immediately following the order of the department director/administrator for the collection.

D. Post Rehabilitation Testing:

Any team member or contract employee placed out on leave because of a positive drug test who successfully completes the requirements for rehabilitation set forth

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by a physician and remains compliant with the requirements set forth by their licensing board, if applicable, may be permitted to return to work on a probationary status and will be subject to random testing for a period of two years.

A Return to Work Agreement outlining the random testing and other conditions of employment as deemed necessary will be signed by the team member. Violation of any term of the Return to Work Agreement or a subsequent positive test will result in immediate termination.

E. Confirmation Testing:

A second drug confirmation test will be made on every "positive" test result prior to formal notification of the positive test result. The confirmation test is to be conducted using a different methodology having greater specificity to the identification and level of any drug present in the same sample originally provided by the applicant or team member. All positive results are reported to the Medical Review Officer.

IV. LEGALLY PRESCRIBED AND OVER THE COUNTER MEDICATIONS:

Legally prescribed and over the counter drugs are allowed in the work place in the prescribed amount provided the effects (sleepiness, dizziness, etc.) of the drug do not impair a team member's ability to perform.

V. VIOLATION OF POLICY:

Any team member who, as a result of testing, is found to have identifiable traces of a prohibited drug or substance in his/her system, regardless of when and where the drug or substance entered the team member's system, will be considered in violation of this policy; will be removed from the Hospital's premises, and will be subject to disciplinary action, up to and including discharge.

VI. REFUSAL TO COMPLY:

Team members will be asked to complete the Voluntary Test Agreement/Refusal to Comply form, to obtain consent prior to the testing. Should a team member refuse to submit to a drug/alcohol test or authorize release of the test results, the team member will be informed that such refusal constitutes grounds for termination.

VIII. CONFIDENTIALITY:

There will be no disclosure of drug testing information or results to any third party who does not have a need to know about the test results, corrective action, or treatment involving a team member. All investigations and test results of individuals using illicit drugs will be kept confidential except that there may be instances when the Hospital will be required to notify licensing authorities if applicable. The Hospital's

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responsibility (which abides by Regulatory Boards governing licensed team members) to patients and the community will be overriding in all instances. The confidential nature of the medical records of team members will be preserved in the same manner as other medical records.