

Regulation(s): None
L-Tag(s): None

POLICY:

1. In compliance with state and federal laws, Lifesong Hospice forbids and improper use of drugs and/or alcohol by employees while on duty. It is the responsibility of the employee to report the use of prescribed medications that might affect job performance before his/her performance is actually impaired. An individual who reports to work or performs work while impaired or under the influence of a prescribed medication, the usage of which has not been reported previously, will be treated as having reported to work impaired or under the influence of a drug, and thus in violation of this policy.
2. Lifesong Hospice reserves the right to require a drug screen and/or alcohol test on any employee or volunteer when there is a reasonable suspicion of usage. Testing may also be done after a work related accident.
3. An employee who is caught stealing drug(s) or supplies from a patient/family, resident facility or the agency will be terminated immediately.
4. Any employee/volunteer who is found to have violated this policy will be disciplined or terminated according to the provisions outlined in the following procedure. Any disciplinary steps set forth in any handbook, personnel policy, or procedure providing for progressive discipline or any other type of discipline does not apply to the violation of this policy. The discipline to be imposed for violation of this policy shall be governed solely by the provisions set forth in the procedure.
5. Employee/volunteers in need of assistance in dealing with alcohol or drug related problems are encouraged to seek confidential counseling/support of the Human Resources staff prior to the necessity for application of this policy and corresponding services.
6. Any employee/volunteer who violates the above prohibitions will be subject to termination of employment or other relationship with Lifesong Hospice or, at the agency sole discretion, be required to seek satisfactory participation in an alcohol and/or drug abuse assistance or rehabilitation program.

PROCEDURE:

1. Supervisor:
 - A) When there is a reasonable suspicion that an employee/volunteer is under the influence of alcohol or drugs, it is the responsibility of the supervisor to take immediate action to remove the employee/volunteer from the worksite, after consultation with Human Resources designee. Besides suspicion of being under the influence, there are other factors to be considered:

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Lifesong Hospice and Palliative Care

Human Resources Policies and Procedures

- Unauthorized possession, misappropriation, or unauthorized delivery of drugs/alcohol while on duty or on agency property;
 - An arrest on criminal charges of possession, use, or delivery of a drug;
 - Credible information from a patient/family or other staff members regarding drug/alcohol use.
- B) Counsels the employee/volunteer, including review of agency's policies and procedures, and request that the individual submits to drug/alcohol testing.
- C) Advises the employee/volunteer that refusal to consent to testing will be grounds for termination*
- D) Accompanies the individual to a local contracted facility for blood/urine testing**.
- E) Completes a counseling statement form, documenting clearly the type of behavior or symptoms observed and the reason for the referral.
- F) Advises the individual of their rights and that refusal to submit to an evaluation is considered insubordination by Lifesong Hospice management, and an admission of violation of this procedure. (Refusal to be tested will result in suspension and disciplinary action up to and including termination. The individual will be asked to sign a Blood and/or Urine Toxicology: Employee Refusal form.)
- G) Advises the individual of suspension, pending test results, and will assist the employee/volunteer in obtaining transportation from the agency. (the employee/volunteer will not be allowed to return to work until appropriate clearance is obtained from the Human Resources designee.

*In the event that the person involved willingly admits to a violation of any provision of this policy, a drug and/or alcohol test will be required and the procedure outlined here is followed.

**After the test are complete, the supervisor, individual, and person handling the lab specimens complete the chain of custody procedure for the facility.

2. Human Resources designee:

- A) Investigates and reported suspicion of a violation of the policy and coordinates appropriate medical evaluation for the person suspected of the abuse at work.
- B) Consults with the Medical Director and Administrator as necessary.
- C) Advises the individual involved that such an investigation must include a urine toxicology and/or blood alcohol testing at the time of the reported incident, and that the person involved must complete and sign the appropriate documentation to proceed.
- D) Coordinated the appropriate testing through a contractual hospital or

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outpatient services.

- E) Make the appropriate referrals for treatment and rehabilitation
- F) Reports substance abuse to the appropriate State Board of Licensure, if applicable.
- G) Determines if and when the employee/volunteer is allowed to return to duty based test results and a return-to-work conference and documentation.
- H) Confers with an employee/volunteer who has notified a supervisor of a prescribed medication that may affect job performance and if necessary places the individual on a leave of absence or arranges for alternative work to be performed on a temporary basis.

3. Acton based on results:

- A) The agency determines on a case-by-case basis what action will be taken when the test results are positive for drug/alcohol abuse. If the results are positive the employee be subject to further Drug/alcohol screening tests as requested by the agency.
- B) Employees who are required to submit to testing shall be placed on unpaid leave of absence, pending the outcome of the analysis. If negative, the employee will be paid for the leave time and no record will be kept. If positive, rehabilitative and/or disciplinary action will be initiated in accordance with this procedure.
- C) Employees/volunteers testing positive will be considered to be on suspension without pay until a determination is made by the agency as to the status of the employee. The agency will make a reasonable effort to make a determination within seven (7) working days. If rehabilitation is determined to be appropriate, the employee will be considered to be on medical leave while enrolled in an agency-approved rehabilitation program. Failure to participate in, or successfully complete, the program may result in disciplinary action up to and including termination.
- D) Employees/volunteers who successfully complete a recognized rehabilitation program will be reinstated under the terms set forth in a writing to the employee. Random testing may be a condition of continued employment.

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