

**ST. LUKE’S-ROOSEVELT HOSPITAL CENTER
HUMAN RESOURCES POLICY AND PROCEDURE MANUAL**

Section/Policy Number: Recruitment & Staffing - # 7006		
Subject: Pre-Employment Drug Testing		
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Distribution: Human Resources Policy and Procedure Manual Holders		

Policy:

St. Luke’s-Roosevelt Hospital Center screens all applicants to whom it offers employment for use of illicit drugs and drugs of abuse. All offers of employment are contingent upon the applicant’s taking and passing, with a negative result, a standard urine toxicology screen. The screening is for categories of drugs which include amphetamines, cocaine, marijuana, opiates and phencyclidine. The Hospital Center reserves the right to expand and/or change the number of drug categories for which it screens applicants. If the applicant fails to take the test within a reasonable timeframe, as determined by the Hospital Center, from the date of the employment offer, or does not pass the test, the Hospital Center will rescind the offer of employment. The test will be administered by a SAMHSA certified laboratory. The specimen will be tested for the presence of the compounds at the detection levels set forth in the then-current Department of Health and Human Services/Federal Drug Testing guidelines. All positive test results will be reviewed and verified by an independent, board certified Medical Review Officer (MRO).

Procedure:

1. All applicants, at the time they complete their application, will be given a Consent to Test and Consent to Disclosure form which they must sign. House staff give consent when they sign and return their contract to the GME Office.
2. Pre-employment drug testing will only be conducted for employees to whom we have extended a job offer.
3. For operational purposes, all applicants will be processed by the responsible Human Resources site office with the exception of incoming house staff, who will be processed by the GME Office at each site.
4. The offer letter/contract to all prospective employees will:
 - ♦ State clearly that the job offer is contingent upon taking and successfully passing, with negative results, a pre-employment toxicology screening within five business days from the date of the offer letter (GME Office and house staff Coordinators will inform the house staff of the date by which the test must be taken.)
 - ♦ Enclose a chain of custody form

- ♦ Enclose a list of approved collection sites.
 - ♦ Instruct non-house staff employees to contact their respective recruiter three business (3) days after taking the test, to confirm the results, if they will be unreachable on that date.
5. The laboratory will perform initial urine screens by E.M.I.T. The specimen will be tested for the presence of the compounds at the detection levels set forth in the then-current Department of Health and Human Services/Federal Drug Testing guidelines.
 6. Negative toxicology screens will be reported to the designated individual in the responsible HR site office and then to the GME Office.
 7. Specimens that test positive on the initial E.M.I.T. screen will proceed to a confirmatory toxicology screen using Gas Chromatography/Mass Spectrometry (GC/MS). All confirmatory toxicology screens that screen positive will be reviewed by an independent MRO who will contact the appropriate St. Luke's-Roosevelt designee for the applicant's telephone or other contact information.
 8. The MRO will review the positive test results with the applicant. If appropriate, the MRO may contact the applicant's health care provider to certify that he/she is treating the applicant and that he/she prescribed the drug(s) in question.
 9. Based upon discussion with the applicant and/or his/her health care provider, the MRO will report to the appropriate division one of three findings:
 - ♦ *Negative* – based upon the MRO's discussion with the applicant, there is medical substantiation that the positive results occurred as a result of an "acceptable" explanation (e.g., verified use of prescribed drug or an over the counter medication, etc.)
 - ♦ *Positive* – based upon the MRO's discussion with the applicant, there is NO medical substantiation that the positive results occurred as a result of an "acceptable" explanation (e.g., verified use of prescribed drug or an over the counter medication, excessive consumption of poppy seeds, etc.)
 - ♦ *Positive* – with comments from the MRO that despite several attempts, the MRO was not able to talk with the applicant.
 10. If the applicant believes that the sample is tainted, he/she can request that the MRO send the frozen specimen to another lab for re-testing. The applicant will be responsible to pay the lab directly for all costs associated with re-testing the specimen.
 11. For applicants with positive test results, the respective HR recruiter or the GME Office will notify the appropriate department head/supervisor/program director that the applicant was not able to meet the requirements of the pre-employment process. The recruiter will NOT provide any additional or specific information about the reason that the employee will not be able to start work. The Recruitment Division or the GME Office or the Program Director will notify the applicant in writing that their offer has been rescinded because he/she was not able to meet the pre-employment requirements.

12. An applicant who did not successfully pass the toxicology screening must wait one (1) year before reapplying for a position with any Continuum facility.

Corp. Vice President for Human Resources _____

Medical Director _____

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