



LOMA LINDA  
UNIVERSITY  
MEDICAL CENTER

# LOMA LINDA UNIVERSITY MEDICAL CENTER

## OPERATING POLICY

<b>CATEGORY:</b>	HUMAN RESOURCE MANAGEMENT	<b>CODE:</b>	I-59
<b>SUBJECT:</b>	DRUG TESTING	<b>EFFECTIVE:</b>	01/2016
		<b>REPLACE:</b>	12/2012
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### Purpose:

Loma Linda University Medical Center (LLUMC) is dedicated to the health and safety of its patients, visitors, and employees, including the provision of a drug-free workplace. LLUMC has instituted a drug testing program for all applicants for employment. Employees are tested only when appropriate, as determined solely by LLUMC.

### Definitions.

For the purpose of this policy, the following terms will be defined as:

1. Drugs - controlled and illegal substances, unauthorized use of prescription substances, and alcohol.
2. Drug testing - a body fluid test including urine and/or blood screening for the presence of drugs as performed by an accredited toxicology laboratory.
3. Applicant - all persons applying for a position at LLUMC.
4. Employee - all existing LLUMC employees (full time, part time, and per diem), volunteers, contractors, and contractors' employees.
5. Chain of custody - steps, including documentation, to ensure proper handling and integrity of specimen from collection through laboratory processing.
6. Laboratory - drug test performed by LLUMC.
7. Medical Review Officer (MRO) - an independent physician with knowledge of substance abuse disorders and drug testing toxicology who is contracted by LLUMC to ensure that testing protocols are followed and to review positive screens.

References: Policy [Drug-Free Worksite \(I-58\)](#)

### Policy:

#### A. Drug testing.

1. LLUMC reserves the right to require all job applicants to submit to an examination and/or test to determine if an applicant is using drugs.

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2. LLUMC reserves the right to require current employees to submit to an examination and/or test for the purpose of determining if an employee is using drugs in the following circumstances:
  - 2.1 Annual medical exam through Occupational Health Center (OHC) as required by The Joint Commission
  - 2.2 For reasonable suspicion when a supervisor suspects employee drug use in violation of LLUMC policy based upon, but not limited to:
    - a. Observation of drug use
    - b. Apparent drug intoxication/impairment
    - c. Reports from reliable and credible sources regarding drug use while at work
    - d. Behavior which causes suspicion of drug use
    - e. Wasted/discarded drugs
    - f. Inventory discrepancy with Automatic Dispensing Cabinet (ADC)
    - g. Discrepancies in documentation which suggests drug use/diversion.
3. Drug tests shall be conducted by drug screen test care to rule out the presence of drugs. Nonnegative results will be sent to an accredited laboratory for quantitative results.

NOTE: Urine drug tests will screen for the presence of the following drugs:

Amphetamines  
Barbiturates  
Benzodiazepines  
Cannabinoids (marijuana)  
Cocaine metabolites  
Opiates  
Phencyclidine  
Methadone  
Propoxyphene  
Tricyclic antidepressants  
Methamphetamine  
Breath alcohol testing machine will be used in OHC to screen for ethanol

4. OHC staff shall be trained and inserviced, as indicated, in the proper collection and handling of specimens. For all Federally Mandated Drug Testing, OHC staff shall be trained and certified by the Department of Transportation.
5. Picture identification (e.g., driver's license) must be presented for verification of identification of employee to the staff member performing collection.

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6. A strict collection procedure and chain of custody shall be followed by OHC staff, lab courier, and laboratory to include:
  - 6.1 Samples collected and tested with due regard to the privacy of the individual being tested and to prevent substitution or interference with sample
  - 6.2 Specimen collection well documented, including labeling of specimens with individuals identified by designated code
  - 6.3 Specimen collection, storage, and transportation to the laboratory performed so as to reasonably preclude the probability of sample contamination or adulteration.
7. Confirmation testing by gas chromatography-mass spectrometry (GC/MS), or other comparably reliable analytical method, shall be performed by the laboratory on all positive tests before any results are reported.
8. LLUMC reserves the right to draw blood for testing as an alternative to urine screening in circumstances where urine is unobtainable or insufficient in quantity.

**B. Drug test results.**

1. All results of drug tests shall be communicated directly from the designated laboratory to the OHC designated Medical Review Officer (MRO).
2. All federally-mandated drug tests (e.g., DOT regulated tests for drivers) shall be reviewed by the OHC designated MRO and then communicated by the MRO to the Executive Director of Human Resources or designee.
3. Applicants testing positive shall receive notification of test results from the OHC MRO and the MRO will document the notification process. The MRO shall also notify the Executive Director of HRM or designee.
4. For current employees testing positive or negative, the OHC MRO shall notify the Executive Director of Talent Management Services (TMS) or designee, who will notify the employee in writing of test results and LLUMC actions.
5. For all applicants testing negative, the OHC MRO shall notify the OHC Director.
6. Employees or applicants reporting use of prescribed medications as a cause of a positive result shall be required to provide written documentation/evidence of authority to use such medications from the physician prescribing the medications.
7. An employee or applicant may request a retest at their own expense/cost. Specimens on positive tests shall be kept for ten (10) days for the purpose of retesting.

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8. The results of positive drug tests will remain on file at the OHC for five (5) years. These results will then be transferred to the LLUMC TMS Department where they will be placed in the TMS administrative file for an indefinite period.

C. LLUMC actions.

1. Receipt of a confirmed positive drug test result shall constitute a violation of Policy [Drug-Free Worksite \(I-58\)](#) shall be the basis for disciplinary action, up to and including termination of employment. In addition to such disciplinary action, in appropriate cases the employee may be referred to rehabilitation. Possible outcomes of a violation include, but are not limited to:
  - 1.1 Refusal to hire an applicant based on failure to meet employment conditions.
  - 1.2 Requirement that employee enroll in LLUMC approved rehabilitation, treatment, and counseling program monitored through the Employee Assistance Program (EAP) as a condition of program completion and continued employment.
  - 1.3 Other disciplinary action as discussed in LLUMC Policy I-58, "Drug-Free Worksite."
2. Applicants to LLUMC who have failed to meet employment conditions based on a positive drug or alcohol test may not reapply for a position at LLUMC unless they can show proof of having successfully completed a rehabilitation program and have been abstinent from drugs and alcohol for a period of twelve months.

Reference LLUH Policy [Drug Testing](#)

APPROVED: Hospital Executive Leadership, LLUMC Chief Executive Officer