ADMINISTRATIVE PROCEDURES

Procedure Number: 30-13

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C. Bahlburg
County Administrator

SUBJECT: Pima County Health Care Workers - Drug Free Workplace Procedure

DEPARTMENT RESPONSIBLE: Risk Management

I. Purpose

It is the policy of Pima County to ensure a drug-free workplace; that employee drug use is inconsistent with our mission to provide quality care to our patients in a safe and efficient manner and that drug use endangers the safety and well being of others.

In keeping with Federal-Free Workplace regulations, Pima County is committed to a drug-free work environment.

As a provider of HEALTH CARE services Pima County has a responsibility to clients/patients, visitors, employees and physicians to provide facilities that are drug-free.

II. Scope

This procedure provided additional direction applicable to Pima County employees in the heath care related classifications outlined in Appendix A.

III. Policy

- The use, sale, purchase, negotiation for sale or purchase, manufacture, distribution, dispensation or possession of illegal drugs or controlled substances while on duty or on County property is prohibited.

- Employees are prohibited from having measurable quantities of illegal drugs or unauthorized controlled substance in their bodies while working.

- Pima County reserves the right to request that the County Physician determine if a prescribed drug produces hazardous side effects. If a determination is made that there are hazardous side effects the employee may be required to be placed on leave or assigned to less hazardous duties.

- The use of or being under the influence of alcoholic beverages while on duty is prohibited.

- All APPLICANTS for classifications in Appendix A, offered employment in any of Pima County's HEALTH CARE facilities/settings will, as a condition of employment, be required to pass a drug test administered as a part of the pre-placement physical examination process.

- An APPLICANT who refuses to submit to testing shall not be employed.

- An APPLICANT who test results show the presence of illegal drugs or of illegally obtained prescription drugs shall not be employed.

- An EMPLOYEE suspected of being under the influence of drugs or alcohol while on duty shall be required to submit to testing.

- An EMPLOYEE who refuses to submit to testing shall be subject to disciplinary action up to and including termination.

- An EMPLOYEE with a confirmed positive drug or alcohol test shall be subject to disciplinary action up to and including termination.

IV. Applicability

This policy applies to:

- All full-time, part-time, intermittent and per diem positions, whether probationary, permanent, or of another status, as well as all candidates for employment who have been offered conditional offers of employment. This includes both classified and unclassified positions.

At

- Kino Community Hospital, Posada del Sol, Home Health, Health Department, Pima Health Systems and Long Term Care.

And

- Whose job classifications are listed in Appendix A.

V. Rules and Procedures

The following rules and procedures shall be enforced:

A. Procedure For Pre-Placement Testing:

1. All candidates receiving offers of employment under this policy will be informed that the offer is contingent upon the successful completion of a pre-placement physical examination which shall include a urine drug screen.

2. All physicals shall be scheduled through Risk Management and shall be conducted by the County Physician.

3. The results of all positive drug screens shall be reviewed by Pima County's designated Medical Review Officer (MRO).

4. Any candidate with a positive drug screen will be offered the opportunity for retesting of the original urine sample within 5 working days of being informed of the positive result. The second test shall be at the expense of the candidate. The hiring authority has discretion to hold the vacant position open pending the results of the second test or to appoint someone else to the vacancy.

5. Retesting shall be done by an independent laboratory certified by NIDA.

6. Results of all tests performed under this procedure will be treated as strictly confidential. Any related records received will be maintained by Risk Management in a confidential file.

B. Procedure For "Reasonable Suspicion" Testing:

1. Employees suspected of being under the influence of drugs or alcohol while working shall be evaluated by the County Physician or their designee in accordance with Pima County Personnel Policy 7-114.

2. If testing is necessary after the County Physician's office hours, the employee's supervisor shall phone the County physician at the "on-call" phone number for directions regarding testing. The supervisor must make arrangements for someone to take the employee for testing.

3. The County Physician shall employ a split sample protocol in all drug testing and an employee with a positive drug screen may request testing of the other half of the original sample. This request must be made within 5 working days after the initial report and shall be at no expense to the employee.

4. Retesting shall be done by an independent laboratory NIDA certified to perform confirmatory testing.

5. The results of all positive drug screens shall be reviewed by a Medical Review Officer (MRO).

6. The employee must be placed off duty while awaiting the results of the testing. If the test result is negative, the employee shall be granted administrative leave with play for time lost. If the test result is positive, the employee shall not be granted administrative leave with pay.

7. The employee shall not be returned to work until a negative result is reported by the County Physician.

VI. Reporting Requirements

- All employees are required to report any drug-related criminal conviction within five days of the conviction. Such reports shall be in writing and shall be directed to the Department Director.

- Pima County shall notify all required Federal agencies within ten days of learning of an employee's drug related criminal conviction.

- Pima County shall comply with all reporting requirements of Arizona State Board of Nursing and all other licensing and credentialing agencies.

- Results of all test performed under this procedure will be treated as strictly confidential. Records will be maintained by Risk Management in a confidential file for 5 years.

APPENDIX A
CLASSIFICATIONS INCLUDED IN THIS PROCEDURE

4110 Nursing Assistant - Uncertified
4111 Nursing Assistant - Certified
4115 Surgical Technician
4117 Mental Health Technician
4131 Licenced Practical Nurse
4133 Licensed Practical Nurse - Team Leader
4143 Public Health Nurse
4145 PRN Nurse
4146 Patient Care Services - Level II
4147 Patient Care Services - Level III
4148 Patient Care Services - Level IV
4149 Patient Care Services - Level V
4165 Associate Hospital Administrator of Patient Services
4172 Respiratory Care Technician - Certified
4173 Respiratory Therapist
4174 Senior Respiratory Therapist
4175 Respiratory Therapy Supervisor
4176 Chief Respiratory Therapist
4182 Technician, Physical Therapy
4183 Physical Therapist
4184 Chief Physical Therapist
4213 Cardiac Technician
4214 Cardiac Laboratory Supervisor
4215 Cardiac Technician - Senior
4221 Certified Practical Radiologic Technician
4222 Radiologic Technologist I
4223 Radiologic Technologist II
4224 Assistant Chief Radiologic Technologist
4225 Chief Radiologic Technologist
4227 Lead Nuclear Medical Technologist
4228 Lead Ultrasound Technician
4232 Lead Electroencephalograph (EEG) Technologist
4242 Laboratory Assistant
4244 Cytotechnologist
4245 Laboratory Technician
4246 Senior Laboratory Technician
4249 Pathologist Assistant
4250 Emergency Care Technician
4252 Medical Technologist
4253 Medical Technologist General Supervisor
4254 Histologic Technologist
4255 Microbiologist
4256 Senior Microbiologist
4258 Chief Medical Technologist
4259 Medical Technologist Technical Supervisor
4279 Technical Medical Specialist
4371 Transportation Orderly

4409 PHS Formulary Manager
4410 Pharmacy Associate
4411 Pharmacy Technician
4414 Pharmacy Intern
4420 Director of Pharmaceutical Services
4421 Dental Assistant
4423 Dental Assistant- Senior
4443 Forensic Medical Investigator
4444 Medical Investigator Supervisor
4521 Communicable Disease Investigator
4522 Senior Communicable Disease Investigator
4527 Epidemiologist
4561 Public Health Aid
4562 Home Health Aid
4585 Public Health Officer - Senior
4583 Public Health Officer - Principal
7550 Dentist/Physician
7555 Medical Director