Objective: To provide an overview of the TUHS Drug and Alcohol Policy.

Relevant Policy: TUHS-HR-950.553-Drug and Alcohol Policy

Tutorial:
Temple University Health System (TUHS) is strongly committed to maintaining a safe workplace that is free from the influence of alcohol, drugs and other controlled substances. An employee who violates TUHS Drug and Alcohol Policy (#950.553) is subject to discipline, up to, and including termination of employment.

Specifically, the policy prohibits employees from:
- The unlawful manufacture, distribution, dispensing, sale, possession, use of controlled substances or illicit substances.
- The misuse or abuse of prescribed or over-the-counter drugs while on duty or subject to duty including on-call for duty.
- The consumption of beverages, food, or substances (including medication) containing alcohol and/or the presence of alcohol in the body at a concentration level of 0.02% or above while on duty or subject to duty, including on-call for duty.
- All of the above are prohibited whether on TUHS property or in recognizable uniforms while not on TUHS property.

In addition, employees must notify HR of any arrests, pending criminal charges or convictions under any criminal drug or alcohol statute on the next business day is following any such arrest, filing of the criminal charge or conviction. Any employee who is disqualified from employment as a result of any such arrest, pending criminal charges or convictions under any criminal drug or alcohol statute must notify their immediate supervisor (or his/her designee) or HR immediately.

Any employee taking a prescribed, controlled drug or a known potentially sedating medication that he/she believes will or might impair his/her ability to perform their job safely must submit a written report from the Prescriber to Occupational Health/Employee Health/Business Health at their campuses and receive clearance before he/she is permitted to work.

What Is Substance Abuse?
Substance abuse is the misuse of alcohol, illegal or legal drugs, medications, and other mood altering substances. Substance abuse results in a more dangerous, less productive workplace and studies suggest an increased rate of on-the-job accidents.

Employee Assistance
TUHS offers its employees and their dependents an Employee Assistance Program (EAP) to aid them in working out personal difficulties that may be affecting their personal lives and performance on the job, including the misuse of alcohol or controlled substances. Any employee may, at any time, seek confidential assistance through the EAP. Management referral or permission is not required. Employees are urged to seek professional assistance before they become subject to testing.

Drug & Alcohol Testing - TUHS performs testing that includes but is not limited to:
Pre-employment - All offers to hire an applicant or transfer to certain positions are contingent upon the applicants signing the consent and release, taking the required test and having a negative result.

Transfer - Employees transferring into a direct patient care or to a safety sensitive position must undergo drug and alcohol testing. An employee who receives a Verified Positive Drug Test result or alcohol test indicating an alcohol concentration level of 0.02% or above will have his/her offer of employment withdrawn. That employee will be able to avail himself/herself of treatment options under the Mandatory Referral Program as a condition of continued employment in their current position. An employee who is in good disciplinary standing (i.e., does not have a record of discipline at a level of a written warning or above in the preceding twelve-month period) who has completed the prescribed course of treatment will be eligible to apply for transfer after completing six (6) months of post-treatment employment.

Random – Random drug testing has been implemented as a deterrent for drug or alcohol use and to promote patient and employee safety. Employees in direct patient care and safety sensitive positions and their managers are subject to random testing. An employee with a positive random toxicology screen may avail him/herself of treatment or he/she may resign from employment. Because this opportunity is afforded to employees only once during their TUHS tenure, employees are encouraged to seek assistance before they become subject to testing.

Reasonable Suspicion - TUHS employees may be required to submit to drug and alcohol testing under the following circumstances: 1) when a reasonable suspicion exists that the employee is in possession or is diverting controlled substances; 2) when an employee appears to be under the influence of illegal drugs, alcohol and/or prescription or over the counter medication or alcohol; or 3) in light of a reliable and credible report of and alcohol use that has been independently corroborated. Employees who are required to submit to a Reasonable Suspicion test will be placed off duty by Occupational Health/Industrial Health/Business Health.

Protective Testing: TUHS may require testing of two or more employees upon a suspicion of a drug diversion or upon the discovery of illegal or unauthorized substances in a particular area when the circumstances suggest that more than one TUHS employee had control of or access to such substances. Employees who are suspected of being impaired while at work will be placed off duty by Occupational Health/Industrial Health/Business Health.

All specimen collections and processing will be carried out by qualified Occupational Health/Business Health employees or contracted vendors.

When the Occupational Health/Business Health offices are closed, specimen collection for reasonable suspicion and protective testing will be conducted in accordance with entity specific procedures.

Employees are required to comply with directions of collection staff, failure to do so may result in termination of employment.

For questions about anything in this tutorial, contact:
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