

DIGNITY HEALTH EAST VALLEY
GRADUATE MEDICAL EDUCATION OFFICE

GRADUATE MEDICAL EDUCATION MANUAL

Title: Physician Impairment and Drug Testing	
<i>Policy #: IV.H</i>	
<i>Date(s) Reviewed and/or Revised: 2/24/2020</i>	<i>Date Approved by GMEC: 2/24/2020</i>

I. Purpose

This establishes Dignity Health East Valley’s commitment to identify, and procedure to deal with, any resident who is impaired while at work.

1. Dignity Health facilities in Arizona maintain a drug-free and alcohol-free workplace to ensure every employee can and will perform their duties safely, efficiently and in a manner that protects the interest of the patients, the employees and the hospital. Dignity Health facilities in Arizona will not tolerate drug and alcohol use in the workplace.
2. Compliance with this policy is a condition of employment and continued employment. Employees are required to notify their manager in writing of any criminal statute conviction, including drugs or alcohol, within five (5) calendar days of the conviction.
3. Dignity Health’s commitment to a drug-free and alcohol-free workplace is demonstrated by the following actions:
 - a. All job offers will be made contingent on the applicant’s passing a post-offer, pre -employment physical examination, including a drug test.
 - b. Current employees may be tested as a result of specific situations and/or patterns of behavior indicative of drug or alcohol abuse.
 - c. Test results indicating illegal drug use by an employee, or indicating that the employee is under the influence of alcohol, or indicating that the employee has used alcohol while on duty, may be subject to corrective action, up to and including termination of employment.

II. Policy

- A. Dignity Health facilities in Arizona prohibit the possession, sale, purchase, use, consumption, transfer, distribution, or manufacture of drugs or alcohol while:
 1. On Dignity Health property;
 2. On duty;

3. On Standby status;
 4. Representing Dignity Health on business; or
 5. Operating a vehicle or other equipment owned or leased by Dignity Health, or being used for Dignity Health business.
- B. Legally prescribed medications taken as prescribed, or over-the-counter medications (OTC) taken according to the package's direction, are excluded from this policy only to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others.
- C. Prohibition of alcohol consumption does not apply to those facility social events that have been approved by the Hospital President. Employees attending these events are responsible for their own consumption and their resulting behaviors and actions.
- D. Employees who violate this policy may be subject to corrective action, up to and including termination of employment, regardless of whether or not the employee has committed any prior act in violation of Dignity Health policies.
- E. Testing of employees for confirmation of alcohol or drug use may be conducted under the following circumstances:
1. Testing may be done if there is reasonable suspicion that an employee is under the influence of drugs or alcohol. "Reasonable suspicion" is a belief based on facts sufficient to lead a reasonable person to suspect that the employee may be under the influence of alcohol or drugs. This suspicion is based on objective symptoms, such as the employee's appearance, behavior, speech or critical thinking abilities. This suspicion must be documented using the Observation Checklist. The request for testing can be made only at the manager level, in consult with Human Resources, and must be immediately documented in writing.
 2. Testing as a result of a standard deviation audit.
 3. Testing as a result of a workplace accident or injury.
 4. If the employee refuses to consent to testing an employment decision may be made based on the manager's and/or other witnesses' observations and any other evidence.
- F. Employees returning must be able to perform the essential duties of the position, and possesses a current professional license, if required. When applicable, the recommendations of the professional board for monitoring and reporting will be followed.
- G. In all cases involving substance abuse or diversion of a controlled substance, the employee will be encouraged to self-disclose to the employee's professional licensing agency within 24 hours, after which time Dignity Health facilities in Arizona will notify the agency and will follow guidelines and requirements, as applicable.
- H. Dignity Health facilities in Arizona will cooperate with professional licensing agency investigations.
- I. Theft and/or diversion of narcotics is a felony and may be reported to law enforcement agencies.

- J. The results of any test performed under this policy will be treated as confidential. Both positive and negative test results will be retained by Employee Health Services in the employee's confidential employee health file. Test results will only be disclosed to those individuals with a legitimate need to know.
- K. Employees whose test results are positive have the opportunity to explain the results to Dignity Health facilities in Arizona's Medical Review Officer.
- L. Questions concerning the Drug Free Workplace policy should be directed to the HR Service Center at 1-855-475-4747 or HRServiceCenter@dignityhealth.org.

III. Pre-Employment Drug Testing

All candidates who receive a contingent offer of employment, including rehired/reinstated employees, will be required to submit to drug testing as a condition of employment. Drug screens may or may not be required for inter-facility transfers. Contingent offers of employment will be rescinded if a candidate refuses to submit to drug testing or fails to cooperate with drug testing procedures.

- A. Dignity Health facilities in Arizona will rely only on positive initial screening test results that also have been confirmed by gas chromatography/mass spectrometry and other methods of confirmatory analysis.
- B. Dignity Health facilities in Arizona ensure the confidentiality of all results. Only those individuals who have a business need to know the results will have access. In compliance with federal, state and local laws, positive results will be sent to the appropriate agency and will be reported to the licensing agency, if appropriate.
- C. The candidate will be required to sign a consent form and authorization to release medical information. The test must be completed prior to beginning employment.
- D. Dignity Health facilities in Arizona will cover the financial costs of any drug test it requires. Any additional retest(s) requested by the prospective candidate will be paid for by the candidate.
- E. Drug tests will only be processed by laboratories that are properly approved to conduct drug testing by the United States Department of Health and Human Services, the College of American Pathologists, or the Department of Health Services.
- F. Unless special arrangements are made, candidates are required to submit a sample for the drug screen within forty-eight (48) business hours of a contingent offer being made by Human Resources. Failure to do so may be considered a candidate rejection of the position and the offer of employment may be withdrawn. The candidate may reapply for employment no less than one year after the job offer date.
- G. A drug screen result is considered "positive" if the candidate shows a positive result for a controlled substance for which the candidate does not have a valid prescription. In the event of a positive result, as confirmed by the Medical Review Officer, Human Resources will notify the candidate that he or she is ineligible for further consideration.

- H. The candidate, upon written request, may be provided a copy of the test results and will be eligible to reapply for employment one year from the date of the drug test.
- I. All records relating to the pre-employment drug testing process will be secured and maintained by Employee Health Services.
- J. Questions concerning the Pre-Employment Drug Testing policy should be directed to the HR Service Center at 1-855-475-4747 or HRServiceCenter@dignityhealth.org.

IV. Amendments or Termination of This Policy

Dignity Health East Valley reserves the right to modify, amend, or terminate this policy at any time.