

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section I - Administrative

SUBJECT: ALCOHOL/DRUG/TOBACCO USE and PSYCHOLOGICAL STABILITY

REVIEWER(S): Dean, Student Affairs and Enrollment Management*
Provost

Related Policies to Consult:

CCHS Policy: [Community Standards \[Sec. II\]](#)
[Dismissal \(Sec. II\)](#)
[Dress Code \(Sec. IV\)](#)
[Eligibility for Clinical Participation \(Sec. II\)](#)
[Student Health Assessment and Immunizations \(Sec. II\)](#)

CHS Policy: [HR 4.08 - Drug and Alcohol Use](#)
[HR 5.12 - Tobacco-Free Workplace](#)

I. POLICY

The College (CCHS) shall be an alcohol/drug/tobacco free environment. Personnel and students are expected and required to be in appropriate physical and mental condition to perform the job or to participate in work/class/lab/clinical. The College contracts with Carolinas HealthCare System (CHS) for teammate health services, including drug and alcohol testing, and for teammate and student assistance program services, including treatment assessment and counseling. The College relies upon the expertise of program counselors regarding degree of impairment, treatment, and return to work/school readiness.

II. PROCEDURE

- A. College teammates/students are required to have a negative drug screen prior to enrollment in clinical programs or prior to employment. Additional drug and/or alcohol tests may be conducted as part of a random selection-testing program and as part of a "reasonable suspicion" testing.
- B. Teammates/students are subject to the detail of the CHS Drug and Alcohol Use Policy (HR 4.08) and the Tobacco-Free Workplace policy (HR 5.12) as an agreement of the corporate services contract.
- C. Carolinas HealthCare System and CCHS prohibit the use of all tobacco products on campus by teammates and students. It is the goal of this policy to provide a healthy environment for patients, visitors, teammates and students.
- D. Students who are found in violation of the tobacco-free workplace policy on their first violation will be verbally counseled about the policy and about available resources to assist them in limiting or ending their use of tobacco products. A second violation will result in referral to the CHS Employee Assistance Program (EAP) for counseling. Any additional violations will be considered a violation of the community standards policy and dealt with accordingly, up to and including termination/dismissal.
- E. Teammates/students taking prescription or non-prescription drugs must report this use to their supervisor/clinical instructor when the use of such drugs is identified by the physician as negatively affecting the ability to perform assigned duties. It is a teammate's /student's responsibility to inquire as to the effects of prescribed medications. Failure to report such use may lead to disciplinary action up to and including termination/dismissal.

- F. If the teammate/student is perceived to be impaired, and/or the smell of alcohol is detected on the breath and is substantiated by at least two individuals in a supervisory/faculty position, he/she will be immediately removed from the work/class/lab/clinical area to a private area. In the instance of suspected student impairment, the faculty member will report the incident to his/her supervisor as soon as is reasonable, depending on the severity of the situation.
- G. Students and teammates involved in workplace accidents will be subject to for cause drug testing regardless of observation of impairment.
- H. CHS Teammate Health will be notified immediately of the observed behavior that indicates impairment. As soon as it is determined a test should be conducted based on sufficient evidence of impairment, the supervisor will then ask that the teammate submit to alcohol and drug testing. Teammate health will arrange for testing.
- I. Refusal to be tested in conjunction with a denial of impairment is grounds for termination/dismissal. When acknowledgement of impairment is coupled with refusal to submit to a urinalysis or breath alcohol test, the faculty/supervisor records the teammate's/student's acknowledged impairment and refusal to be tested and has that witnessed by a member of management. This acknowledgment will be considered a positive test result and will initiate treatment procedures (or dismissal, if within first 90 days of enrollment). Failure to appear for testing as directed when selected and notified is considered a positive finding and will initiate treatment procedures (or dismissal, if within first 90 days of enrollment or for repeated offenses).
- J. Urinalysis or breath alcohol test findings may include: 1) positive for impairment at a level which initiates or reinforces drug and alcohol treatment and which suspends clinical privileges, 2) positive for drugs or alcohol which requires sending the student home but does not initiate or reinforce drug and alcohol treatment, or 3) negative or below the level requiring response.
- K. Teammates/students referred for testing (*whether under random or reasonable suspicion testing*) during scheduled work/class/lab/clinical *time* may return to the site following the testing procedure *if no impairment is found. Students who have an initial positive result will be removed from patient care or contact, but may be allowed to continue attending class until final test results are received. Teammates who have an initial positive result will be placed on administrative leave until final test results are received. Depending on the level of impairment at the time of testing, personnel from teammate health or the college will discuss options for transportation home. Teammate health personnel will make an appointment with the teammate to discuss test results.*
- L. When drug/alcohol testing is positive but at a level below that which initiates or reinforces treatment, the student is sent home. Subsequent counseling or action planning will be initiated at the college and will be considered part of the disciplinary continuum.
- M. If the results of the testing are positive at a level which initiates treatment, the teammate/student will be referred to EAP. Treatment needs are assessed and appropriate referrals made. If the positive test occurs within the first 90 days of enrollment, the student will be dismissed. Refusal to participate in the recommended treatment program will be interpreted as insubordination and will result in termination/dismissal.
- N. The supervisor or department head will complete an Observed Behavior Reasonable Suspicion Record (available on PeopleConnect) regarding the situation that prompted the drug test and forward in a confidential envelope to the teammates health lab coordinator and the dean of student services (students) and the president (teammates).

- O. If the impairment is observed during non-business hours (evenings/weekends), the supervisor/faculty will contact the dean of student affairs or if he/she is unavailable the provost for guidance as well as the facility chief nurse or administrator for help in identifying the nearest CHS acute care facility for testing. If the incident occurred at a remote facility, the supervisor/faculty will arrange transportation for the teammate to the testing site. If transportation is necessary, nursing administration at any of the CMC facilities can issue a voucher for transportation that will be reimbursed by the college. A trained emergency department teammate will perform a breath alcohol test and urine drug screen. The dean will notify teammate health the morning of the first business day after testing. Teammate health will pick up the completed paperwork and will arrange a follow-up appointment to review test results with the teammate/student.
- P. The consumption of alcohol during work or school hours or the possession of alcohol on campus will result in termination/dismissal.
- Q. The illegal sale, distribution, or manufacture, of drugs on or off campus will result in termination/dismissal. Possession of illegal drugs at CCHS will result in termination/dismissal. Possession or use of illegal drugs off system property not during scheduled hours will be treated as a positive drug test. All drug convictions must be reported to management within five (5) days of the conviction. This type of conviction will be deemed a positive test, will initiate treatment (or dismissal if within 90 days of enrollment), and will result in immediate suspension of clinical privileges.
- R. The student or teammate for whom drug/alcohol treatment is initiated is referred to the Employee Assistance Program for assessment of treatment needs and referral. Cooperation with EAP staff and treatment is required. Refusal to cooperate is cause for termination/dismissal.
- S. Upon determination of readiness to return to work/clinical by EAP, the student/teammate must be cleared by CHS Teammate Health. EAP's determination is based on cooperation and progress in treatment and assessment. Following a positive alcohol or drug test, the student or teammate is subject to random follow-up testing for a period of at least two years.
- T. A student or teammate who is allowed to return to work, class, or clinical following treatment will be terminated/dismissed for a subsequent positive drug or alcohol test within the next eight years regardless of a change in status from student to teammate or vice versa. Consideration for readmission of a student dismissed related to the drug/alcohol policy will be governed by the Readmission to Credit Programs policy.
- U. Teammates/students who test positive for drugs or alcohol may appeal the test results. The appeal must be initiated by notifying the teammate health representative in writing within 24 hours.
- V. Teammates/students perceived to be psychologically impaired and substantiated by at least two individuals in a supervisory/faculty position will be immediately removed from the work/class/lab/clinical area to a private area. The teammate/student will be referred to EAP who will assess treatment needs and provide appropriate referral for treatment. Teammates/students that are perceived to be impaired, and are referred to EAP may return to the work/class/lab/clinical site unless the supervisor/faculty and EAP counselor determine that it would be inappropriate for the teammate/student to do so.
- W. Realizing the sensitivity of this issue, all involved personnel will make a conscientious effort to maintain confidentiality. Breach of confidentiality will be grounds for disciplinary action.

- X. Situations not addressed in this policy will default to CHS policies HR4.08 – Drug and Alcohol Use and HR 5.12 - Tobacco-Free Workplace.
- Y. The Alcohol/Drug/Tobacco Use and Psychological Stability policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____