

TULSA COMMUNITY COLLEGE
SCHOOL OF ALLIED HEALTH

STUDENT GUIDELINES: DRUG SCREENING PROCEDURES

I. SCOPE & PURPOSE

Drug screening will be performed on all students of TCC School of Allied Health programs prior to their participation in the initial Clinical Rotation, as a requirement of clinical affiliate agreements to ascertain students' eligibility for continuing program enrollment.

II. RATIONALE

Uniform drug screening of all School of Allied Health students prior to their initial clinical; rotation will be conducted in order to:

- Perform due diligence and competency assessment of students for public welfare
- Ensure health and safety of patients and students in a clinical setting
- Support a drug free workplace
- Meet accreditation standards as interpreted by hospital affiliates regarding drug screening
- Meet obligations outlined in clinical agreements between TCC and clinical affiliates

III. DRUG SCREENING PROCEDURE

All current School of Allied Health students will be tested for the following eleven (11) drugs, (but this number is subject to change):

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine metabolites
- Marijuana metabolites
- Methadone
- Methaqualone
- Opiates
- Synthetic Opiates
- Phencyclidine (PCP)
- Propoxyphene

a. Consent for Testing

All current School of Allied Health students will submit a written consent/release form for drug screening for the purpose of collecting and analyzing the required urine specimen(s). If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the program director/course facilitator of the student's School of Allied Health Program.

b. Cost

Fees for all drug screening must be paid by the student.

c. Period of Testing Validity

Drug test results are usually accepted for the duration of the student’s continuous program participation but may be required on a more frequent basis depending on the requirement(s) of clinical affiliates or may be performed for cause.

d. Vendor(s)

Only laboratories certified by the U.S. Department of Health and Human Services (HHS) under the National Laboratory Certification Program can be used to perform drug testing analysis. TCC will designate approved vendor(s) to perform the drug screening. Results from any company or government entity other than those designated by TCC will not be accepted.

e. Confidentiality of Records

Drug screening reports and all records pertaining to the results will be considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations. For additional information on FERPA, please see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

f. Recordkeeping

Reports and related records (both electronic and paper media) will be retained and maintained in a secure location within the School of Allied Health office for the timeframe listed below unless otherwise required by law. Positive Results – 5 years

IV. PROCEDURE

a. Persons to be Screened

- i. Drug Screening will be required of ALL School of Allied Health students.
- ii. Drug screening will occur prior to the student’s initial participation in the first clinical rotation.
- iii. In addition to the initial drug screening, further testing may be required of the student “for cause” or reasonable suspicion and may be either announced or unannounced based upon the drug screening policies of TCC and the clinical affiliates having contractual agreements with Tulsa Community College (TCC.)

b. Consent to Drug Testing

- i. All School of Allied Health students will sign and submit a written consent/release form for drug testing for the purpose of collecting and analyzing the required urine specimen(s) as well as acknowledging that the student is responsible for the cost of all drug testing. The consent includes release of drug testing results and release of liability.
- ii. If the student is under eighteen (18) years of age, the student’s parent or legal guardian must sign the drug testing consent form in addition to the student.
- iii. The signed consent/release form must be returned to the program director/course facilitator of the student’s Allied Health program, respectively, and will be retained and maintained in a secure location within the program director’s office.
- iv. A student has the right to refuse to consent to drug testing for; (a) initial clinical rotation participation, (b) annual testing while a student in a School of Allied Health Program, or (c) reasonable suspicion or

cause. However, a student's refusal at any point to be tested for drugs and alcohol will result in dismissal from the School of Allied Health program and forfeiture of any health scholarship. The Dean and Program Director/Course Facilitator shall be notified of any refusal to be tested.

c. Specimen Collection

- i. Only laboratories certified by the U.S. Department of Health and Human Services (DHHS) under the National Laboratory Certification Program can be used to perform drug testing analysis. TCC will designate an approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by TCC will not be accepted.
- ii. The Collector shall be a licensed medical professional or technician who has been trained and certified for collection in accordance with chain of custody and control procedures. This person cannot be a college employee.
- iii. The designated collection site and specimen collection procedures will be secured in accordance with chain of custody and control procedures. Security during collection will be maintained by effective restriction of access to the collection materials and specimens.

d. Reasonable Suspicion Screening

- i. Students may also be required to submit to reasonable suspicion screening while participating in clinical experiences as stipulated in the substance screening policies of TCC and the clinical affiliates having clinical agreements with TCC.
- ii. Drug testing may be performed for "just cause" when reasonable suspicion exists and may include but not be limited to the following:
 - Observable phenomenon, such as direct observation of drug/alcohol use and/or physical symptoms such as slurred speech, unsteady gait, confusion or other manifestations of being under the influence of drugs;
 - Presence of an odor of alcohol or illegal substance; abnormal conduct or erratic behavior while in the clinical facility, absenteeism, tardiness or deterioration of performance;
 - A workplace accident;
 - Evidence of tampering with a drug test;
 - Evidence of falsification of information;
 - Suspected theft of medications including controlled substances while at the clinical facility;
 - Information that the individual has caused or contributed to an incident in the clinical facility;
 - Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in any School of Allied Health Program.
- iii. If the clinical instructor/clinical site supervisor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, abnormal conduct, erratic behavior, deterioration of performance or accident while in the clinical facility, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
 - The instructor will remove the student from the patient care or assigned clinical work area and notify the clinical agency supervising personnel.
 - Upon student's oral consent, the instructor will contact a family member/friend or transportation service and arrange for student transport to a designated laboratory service facility contracted by Surscan (or other TCC drug testing vendor). "For cause" testing must occur on the same day as the

observed behavior. The student will pay for all costs associated with the for-cause drug-screening test, including transportation costs.

- If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Dean or his/her designee within 24 hours of the test results, or as soon as is reasonably possible, to discuss the circumstances surrounding the impaired clinical behavior.
- Based on the information provided and any further medical evaluations if warranted, the Dean or his/her designee will make a decision regarding the student's return to the clinical setting. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever substance may have caused the alcohol-like odor before being allowed to return to the clinical setting.
- If the results of the test(s) are confirmed as positive for alcohol and/or other illegal substances or for non-prescribed legal substances, the Dean will withdraw the student from all didactic and clinical courses. The student may apply for re-admission to the Program following successful completion of recommended counseling and/or rehabilitation as prescribed by a licensed drug/alcohol counselor. (Please refer to the specific Program Handbook for each individual program.)

e. Clear Drug Tests

- i. The vendor will provide a written notification with a list of those students who passed a drug screen test to the Dean.
- ii. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information.
- iii. Tulsa Community College may refuse to accept any test result that does not meet the requirements of the procedure and guidelines.

f. Positive Drug Tests

- i. All specimens identified as non-negative/positive on the initial test shall be confirmed by the testing laboratory. Any positive test results will be reviewed by the Medical Review Officer (MRO).
- ii. The MRO shall be a licensed physician with knowledge of substance abuse disorders, and shall review and interpret positive test results. The MRO shall also:
 - Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of any other relevant biomedical factors.
 - Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results of the test.
- iii. If, after review by the MRO, there is a valid medical explanation for the screening results, the vendor will notify TCC of a clear test. If after review by the MRO, there is no valid medical explanation for the positive screen, then the test results will stand.

- iv. The vendor will provide written notification with a list of those students with a positive drug test to the Dean.

g. Retesting of Drug Screen

- i. Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student will be required to complete and successfully pass a new drug test.
- ii. If a student challenges a result, only the original sample can be retested. The student must request an order for retest of the sample through the MRO within 72 hours of the confirmed positive result. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this re-test.
- iii. Any appeal right of a positive drug test rests solely between the student, the Medical Officer and the vendor.

V. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST

- a. If a current student tests positive for drugs that are illegal substances, non-prescribed legal substances or is deemed unsafe for the clinical setting by the MRO, the student will be immediately dismissed from the respective School of Allied Health Program. Students who are dismissed from any School of Allied Health program for reason of a positive drug screen may apply for re-admission, and certain requirements will be enforced. A grade of "AW" will be recorded if the student does not officially withdraw.
- b. If after being re-admitted to a TCC Allied Health program, a student tests positive again for drugs that are illegal substances, non-prescribed legal substances or is deemed unsafe for the clinical setting by the MRO, the student will receive permanent dismissal from the respective Allied Health Program. A grade of "F" will be recorded if the student does not officially withdraw.

VI. FAILURE TO APPEAR AND COMPLETE DRUG TESTING

- a. If a student fails to appear at the scheduled time for drug testing, the student will be given a second chance to appear and take the test.
- b. If the student fails to appear for drug testing within the specified time frame or schedule a second time, it may result in dismissal from the School of Allied Health program and forfeiture of any health scholarship. The Program Director/Course Facilitator shall be notified of any failure to appear.

VII. REPORTING AND RECORDING OF DRUG TEST RESULTS

- a. Written notification indicating either a positive or negative drug screen shall be provided to the Dean. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information. TCC may refuse to accept any test result that does not meet the requirements of the policy and guidelines.
- b. The student will be informed of any positive drug screening results by their Dean or their designee within seven (7) days of receiving results.

- c. Negative test results must be kept on file for one year in the School of Allied Health office after the student's last date of attendance at the college. Positive results must be maintained on file for five years in the Allied Health office.

VIII. READMISSION GUIDELINES RELATED TO SUBSTANCE ABUSE

- a. Students dismissed from a School of Allied Health program for reasons related to substance abuse will:
 - i. Submit a letter requesting readmission to the respective Program.
 - ii. Submit documentation from a therapist specializing in addiction behaviors indicating status of abuse, addiction or recovery and/or documented rehabilitation related to the alcohol/drug use/abuse.
 - iii. Include documentation of compliance with a treatment program if identified as medically indicated by the therapist specializing in addiction behaviors including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
 - iv. Repeat drug screen for alcohol/drugs with a TCC approved vendor immediately prior to readmission.
- b. If the student tests positive for drugs on the re-admission testing, the student will be denied re-admission.
- c. Students dismissed a second time from a School of Allied Health Program for reasons related to substance abuse are not eligible for readmission.

IX. PUBLICATION OF POLICY

The college shall include the notice regarding School of Allied Health Guidelines for Student Drug Screening in the college catalog, on the college's website, in the student handbook for each program, and other appropriate college publications to ensure adequate notice and distribution.

X. DRUG SCREENING PROCEDURES FOR STUDENTS

- a. All School of Allied Health students are required to undergo drug screening prior to their first clinical rotation, at minimum and depending on the clinical affiliation agreements, may be required to undergo drug testing on an annual basis.
- b. Each School of Allied Health program will review the School of Allied Health Procedure and Guidelines for Student Drug Screening; will provide informed consent and request the students to sign the Drug Screen Consent/Release and Acknowledgement forms for the required drug screening.
- c. The respective School of Allied Health programs will coordinate the scheduling of random drug screenings of students on-site.
- d. On the day of testing, scheduled for on-site collection, the collector shall ensure that the student is positively identified as the individual selected for testing. This identification will be done through the presentation of one photo identification documents (driver's license with picture or TCC student identification with picture). If the student's identity cannot be established, the Collector shall not proceed with the collection until such identification can be made.
- e. The student will complete and sign the vendor-provided chain of custody/consent form for the collection.

- f.** The Collector will explain the collection procedure.
- g.** If the student is unable to provide an adequate specimen during the collection process, another collection time will be scheduled. Students will not be allowed to enter into their respective clinical rotation within the selected School of Allied Health program until negative results are received by the Dean.
- h.** Students may be excused from announced or unannounced drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student will be required to provide written verification for such absences.
- i.** Approval of a verifiable absence is the responsibility of the Program Director/Course Facilitator.