



Regional Academic Affairs

TITLE: Drug and Alcohol-Free Workplace	POLICY NUMBER: S/I-24
DEPARTMENT: Graduate Medical Education	Effective Date: 07/01
	Revised: 10/23
	Reviewed: 10/23
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POLICY:

Mercy Health - St. Vincent Medical Center is committed to providing a safe, drug and alcohol-free environment for our patients, visitors, faculty, residents, and associates. Associates (for purposes of this policy are defined as faculty, residents and associates) are expected to report to work Fit for Duty.)

PURPOSE:

- a. We want associates to be free of substances that can interfere with the performance of their education and/or duties.
- b. We follow strict guidelines for post-offer, pre-employment, drug diversion and for-cause reasonable suspicion drug and/or alcohol screening.

DEFINITIONS

Alcohol: Any beverage or substance containing alcohol or other legal intoxicant

Drug Diversion - The redirection of prescription drugs for illegitimate purposes or the transfer of any legally prescribed drug from the individual for whom it was prescribed to another person for any illegitimate purpose.

Illegal Drugs – Controlled substances, street drugs, designer drugs, and/or all other substances that have the potential to impair or adversely impact the user. Illegal Drugs also include (a) legal chemicals used in a manner inconsistent with their legitimate purpose and (b) the misuse of prescription medications when the medication is not used in the means, manner, and purpose identified consistent with the prescription, including the use of prescription medications by anyone other than the prescribed user.

Fit for Duty – When an associate can perform the essential functions of his or her position with or without reasonable accommodation and does not pose a safety or health risk to patients, volunteers, visitors, providers or other associates.

Bon Secours Mercy Health (BSMH) - is the parent organization of Mercy Health

PROCEDURE:

- a. Associates are prohibited from using Illegal Drugs or alcohol while on Ministry property, at Ministry events, or while on Ministry time, including rest and break periods. The exception is that alcohol may be consumed when provided at certain Ministry-sponsored events.

- b. Associates are prohibited from being impaired by any substance, including Illegal Drugs, alcohol, or lawfully-prescribed medications, while on Ministry property. This includes Ministry events or while on Ministry time, including rest and break periods.
- c. MH prohibits the sale, transfer, purchase, manufacture, and distribution of all drugs, including Illegal Drugs and prescription medications, while on Ministry property. This includes Ministry events or while on Ministry time, including rest and break periods.
- d. Anyone who tests positive for Illegal Drugs or alcohol or who is otherwise impaired while conducting MH business may be subject to corrective action, up to and including termination. Policy number S-04, Due Process will be followed for appropriate follow-up action.
- e. Only applicants with a negative drug screening will be permitted to work at MH. 1. Candidates who have a history of positive drug screen results upon initial application and who re-apply to MH for employment after 180 days will be managed on a case-by-case basis for consideration. Each case will be managed in collaboration with Integrated Absence and Talent Acquisition.
- f. Drug & Alcohol Testing
 - i. Any MH drug or alcohol testing will be conducted by a licensed medical laboratory that follows testing standards established by state and/or federal regulations.
 - ii. MH conducts testing of associates and applicants for the following reasons:
 - 1. Pre-employment drug testing
 - a. All prospective MH associates must submit to a drug test once a conditional offer of employment has been extended and accepted.
 - b. An offer of employment is conditioned upon the prospective employee testing negative for alcohol and illegal drugs.
 - c. All prospective associates who are denied employment due to a positive test may not reapply for employment for at least 180 days.
 - 2. Reasonable suspicion drug testing
 - a. MH may require a blood test, urinalysis, or other drug/alcohol screening on anyone whose actions lead to a reasonable suspicion of use or being under the influence of drugs and/or alcohol, or where any circumstances indicate the associate may be unable to perform the essential functions of his or her job.
 - b. Circumstances which may give reasonable suspicion for drug/alcohol testing may include, but are not limited to:
 - i. Observation of inappropriate behaviors (e.g., slurred speech, poor coordination, irrational behavior) or performance problems on the job that might be caused by substance abuse.

- ii. A work-related accident or serious incident, including motor vehicle accidents, where the supervisor has reason to question whether the associate was impaired.
 - iii. Instances where controlled substances are reported missing and the associate is a suspect (diversion).
 - iv. Monitoring associates who have been in substance abuse treatment and have returned to work (e.g., work re-entry agreements).
 - v. Odor of alcohol or other drugs.
 - vi. The documented possession, use, manufacture, or sale of illegal drugs off the Ministry premises.
- iii. Your consent to submit to such testing is required as a condition for continuing employment; your refusal to consent will result in termination of employment.
- iv. You will be placed on paid administrative leave pending test results.
- v. If you are suspected of diversion, you will be placed on paid administrative leave subject to testing and investigation.
 - 1. Licensed medical professionals will be reported to the appropriate state boards as required by applicable regulations.
- vi. Confidentiality of Testing Information
 - 1. All information regarding testing, including the results, is deemed strictly confidential.
 - 2. Only individuals with a reasonable need to know will have access to records regarding the testing of an associate.
 - 3. The intentional or negligent disclosure of information related to MH testing to any individual without a need to know will result in corrective action, up to and including termination, of the disclosing associate.
- g. Associate Assistance
 - i. An associate who voluntarily seeks rehabilitative assistance for drug and/or alcohol dependency will not trigger corrective action under this policy. This applies if the associate has self-reported before being identified for testing through other means and/or being involved in conduct or circumstances that would trigger reasonable suspicion testing.
 - ii. Voluntary self-referral will not prevent MH from placing an associate on a leave of absence.
 - iii. MH offers an associate Work/Life Services Program to associates who believe they may have a substance abuse issue.

DISCLAIMER

Bon Secours Mercy Health's (BSMH) Drug & Alcohol-Free Workplace Policy BSMH-HR-STWB_002 is the primary source for this policy and will remain the primary source for questions on definition, policy and procedures. BSMH has the right to amend this policy from time to time.

RELATED POLICIES

Fitness for Duty Policy [BSMH-HR-STWB_003]

Family Medical Leave (FML) of Absence Policy [BSMH-HR-REWB_007]

Non-FMLA Leave of Absence Policy [BSMH-HR-REWB_009]

ADA AND Reasonable Accommodation Policy [BSMH-HR-REWB_ADA_014]

Due Process Policy [S-04]

Accommodating Residents with Disabilities Policy [S-42]

Approved by:



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