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## Substance Abuse Policy

*Responsible Office: Human Resources Division*

*Originally Issued: April 1998*

*Revised: Not applicable*

### Policy Statement

Persons who are impaired by substance abuse endanger patients, themselves, and their fellow workers. By prohibiting substance abuse, and by establishing a program to determine whether employees are engaged in substance abuse, this policy seeks to prevent its risks and ill effects. This policy replaces all existing policies concerning substance abuse and drug testing of employees.

### Reason For Policy

The purpose of this policy is to set forth the guidelines under which an employee can be tested for substance abuse.

### Entities Affected By This Policy

All employees of GHSU are affected by this policy.

### Who Should Read This Policy

All employees of GHSU should read and be aware of this policy.

### Contact

| Contact         | Phone        | e-mail/URL  |
|-----------------|--------------|---|
| Human Resources | 706-721-3777 | <a href="http://www.georgiahealth.edu/hr/">http://www.georgiahealth.edu/hr/</a> |

### Related Documents

Alphabetical Index of Drug Testing Positions ([Attachment A](#))

For Cause Testing Authorization Form ([Attachment B](#))

Voluntary Authorization Form ([Attachment C](#))

### Definitions

1. Substance abuse shall mean:
  - A. The use or possession of any drug in a manner prohibited by law; and
  - B. The use of alcohol or any legal drug or other substance in such a way that the user's performance of his/her official job duties is impaired.
2. Impaired shall mean that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability).
3. A positive drug test shall mean any drug test whose results indicate that the employee has committed substance abuse, according to the current NIDA standards and the definitions in this policy. No test results shall be reported as positive without a gas chromatography / mass

spectrometry analysis.

4. A negative drug test shall mean any drug test whose results do not indicate a positive drug test.
5. Reasonable cause shall mean that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable cause include, but are not limited to:
  - A. The odor of alcohol or drugs; -Impaired behavior such as slurred speech and decreased motor coordination; -Marked changes in personality or job performance; and -Unexplained accidents.
6. Covered employees shall mean all employees.
7. Employees in High Risk positions shall mean those employees holding the positions listed in Attachment A – Alphabetical List of Drug Tested Positions. Regardless of whether specified in Attachment A, High Risk positions shall also include all faculty and staff of the Georgia Health Sciences University (GHSU) who provide care to patients, all Public Safety officers, all employees working with children under the age of thirteen (13), all employees working with toxic or hazardous chemicals or equipment and all employees who are authorized to operate GHSU vehicles pursuant to [Vehicle Operator Policy](#). Attachment A of this policy may be amended by the Vice President of Human Resources.

### Work Rules

1. Substance abuse is prohibited. Any employee who engages in substance abuse at work or on campus may be discharged. Employees who engage in substance abuse off campus and not during working hours may be discharged if their substance abuse does affect, or is likely to affect, their ability to perform their official duties.
2. Employees who refuse to participate in a drug test required under this policy may be discharged.
3. In no event should employees perform their official duties while they are impaired.
4. If an employee is convicted (or given first offender treatment, or pleads nolo contendere) in any court for a crime which constitutes substance abuse, they must report this to their supervisor. Employees who fail to do so may be discharged.

### Drug Testing Procedures

1. The drug tests required by this policy shall be performed in accordance with the current procedures of either the Clinical Pathology Laboratory of Georgia Health Sciences (GHS) Medical Center (for faculty and staff at the Augusta campus), or the laboratory with which the State has contracted to perform drug testing (for employees at other sites). These procedures shall ensure that the sample identified to an employee actually contains materials from that employee, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.
2. The tests shall screen for the use of drugs whose use is either illegal, or which are prone to abuse, as determined at the discretion of the Director of the Clinical Pathology Laboratory or the State contract laboratory. If the drug test is being performed pursuant to reasonable cause to believe that a Covered Employee is abusing a particular drug or substance, then the test shall also screen for that particular drug or substance.
3. The results of a classified employee's drug test shall be communicated by the laboratory to the Vice President of Human Resources, who shall notify the employee and the employee's supervisor of any positive drug test. The results of a faculty member's drug test shall be communicated by the laboratory to the Executive Vice President/Provost, who shall communicate the results to the faculty member and their Department Chair and Dean.
4. The laboratory may bill the budget unit of the applicant or employee for the tests performed pursuant to this policy.

### Pre-employment Drug Testing

1. All employees obtaining high risk positions shall undergo a drug screening test prior to beginning work as an employee with Georgia Health Sciences University.
2. The Vice President of Human Resources shall be responsible for ensuring that all applicants for positions listed in Attachment A provide a sample for drug testing before they report for duty, or within ten days of reporting.
3. Any applicant or employee obtaining a high risk position who fails to provide a sample for pre-employment drug testing shall be discharged, or not hired. Any applicant or employee obtaining a high risk position with a positive pre-employment drug test will be discharged, or not hired. Such persons shall not be eligible for employment by the State of Georgia for two years.

### For Cause Testing

1. All covered employees shall undergo a screening test when reasonable cause exists to believe that they have committed substance abuse.
2. If any employee has reason to believe that a covered employee is engaged in substance abuse in violation of this policy, they should report this fact to the supervisor of the apparently abusing employee.
3. If a supervisor has reasonable cause to believe that a covered employee under their supervision is engaging in substance abuse in violation of this policy, then they should seek permission to require a test. To document this process, [Attachment B](#) should be completed.

The determination of reasonable suspicion shall be made by a supervisor or other official who is trained to make such determinations and either the Vice President of Human Resources or the Office of Legal Affairs.

4. Authorization for a test for cause must be obtained from both:
  - A. The Vice President of Human Resources (or designee) or the Office of Legal Affairs; and, one of the following, as appropriate:
  - B. The Assistant Hospital Director or higher authority, for Covered Employees assigned to the Georgia Health Sciences Medical Center or Children's Medical Center; or,
  - C. The Department Head or higher authority, for all other Covered Employees at the Augusta campus of GHSU; or,
  - D. The highest-ranking GHSU administrator at any other location.
5. If authorization for a test for cause is given, then the employee shall be directed to provide a sample for testing immediately. The Human Resources Division and the employee's supervisor shall coordinate with the laboratory to arrange the test. Pending the results of such a test, covered employees shall be placed on paid administrative leave, and they shall be removed from duty. Supervisors should advise impaired employees that they should not drive. It is the responsibility of the impaired employee to arrange for their own safe transportation from GHSU.
6. Covered employees with a positive for cause test may be discharged.
7. Where any doubt exists, an employee may volunteer to be tested. In such a circumstance, the employee will be required to complete the Voluntary Authorization form, shown as Attachment C.

### Random Drug Testing

1. The State of Georgia requires all state entities to conduct random testing of employees that (1) are regulated by the US department of Transportation and its operating authorities, (2) require P.O.S.T. certification, or (3) perform duties considered to be high risk. The number of such employees to be tested and the scheduling of such testing shall be determined by the Vice President of Human Resources (or designee) in accordance with applicable laws and regulations.
2. All covered employees who are Public Safety Officers or who hold Commercial Drivers Licenses for their official duties shall be subject to random drug testing.
3. Once a month, the Division of Human Resources shall randomly pick no fewer than five Public Safety Officers and/or holders of Commercial Drivers Licenses for drug testing. Human Resources shall provide a list of the chosen employees to the Director of Public Safety (or the Director's designee), who shall ensure that the chosen employees and their supervisors are notified and that the employees submit to the drug test as directed. In no event shall the employees to be tested receive notice of the test earlier than the day or shift during which they are to be tested.

### Counseling and Rehabilitation

1. It is recognized and accepted that early treatment is the key to rehabilitation for substance abusers. Employees are encouraged to voluntarily request counseling or rehabilitation before their substance abuse leads to disciplinary or work related problems. If, prior to an arrest for substance abuse, an employee notifies their immediate supervisor that they illegally use a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program, such employee shall be retained for up to one year as long as the employee successfully follows the treatment program. If the employee fails to successfully follow the program, they must be discharged. No statement made by an employee to their supervisor in complying with this program shall be admissible against the employee in any proceeding. The rights granted in this section shall be available to an employee only once during a five year period, and shall not apply to an employee who has been asked to provide a sample for cause, or an employee who has refused a drug test, or tested positive for controlled substance, marijuana, or a dangerous drug.

### Appeals

Employees who are disciplined for substance abuse may appeal the discipline under the relevant classified employee or faculty policies.

### Alphabetical Index of Drug Testing Positions

|                       |                      |
|-----------------------|----------------------|
| All Clinical Faculty  | Nurse Educator       |
| All Nursing Positions | Nurse Epidemiologist |
| All Residents         | Nurse Mgr            |
| Activities Therapist  | Nurse Practitioner   |
| Anesthesia Assistant  | Nursing (House) Sup  |

|                                 |                                 |
|---------------------------------|---------------------------------|
| Anesthesia Technician I         | Nursing Assistant               |
| Anesthesia Technician II        | Nutrition Support Nurse         |
| Asst Dialysis Tech Specialist   | Nutritional Support Dietitian   |
| Asst Dialysis Technician        | Obstetrics Technician           |
| Asst Dir Physical Therapy       | Occupational Therapist I        |
| Asst Dir of Food/Nutrition Svcs | Occupational Therapist II       |
| Asst Dir of Nursing             | Occupational Therapy Asst I     |
| Asst Dir of Nursing-Nurs Home   | Occupational Therapy Asst II    |
| Asst Dir of Occupational Therp  | Occupational Therapy Technician |
| Asst Dir of Pharmacy            | Operating Room Assistant        |
| Asst Environmental Svc Supv     | Ophthalmic Asst                 |
| Asst Nurse Epidemiologist       | Ophthalmic Technician           |
| Asst Nurse Mgr                  | Orthopedic Technician           |
| Asst Safety Officer             | Patient Care Aide               |
| Cardiovascular Technician       | Patient Care Asst               |
| Chief Cytotechnologist          | Ped Cardiopulmonary Lab Coord   |
| Chief Dosimetrist               | Perfusionist                    |
| Chief Electrocardiograph Tech   | Pest Control Specialist         |
| Chief Electromyography Tech     | Pharmacist I                    |
| Chief Gastroenterology Tech     | Pharmacist II                   |
| Chief Medical Sonographer       | Pharmacist PRN                  |
| Chief Perfusionist              | Pharmacy Technician             |
| Chief Pulmonary Function Tech   | Pharmacy Technician Supervisor  |
| Chief Technologist              | Physical Therapist I            |
| Chief of Police                 | Physical Therapist II           |
| Chief of Public Safety          | Physical Therapy Asst I         |
| Child Care Asst                 | Physical Therapy Asst II        |
| Child Care Center Dir           | Physical Therapy Technician     |
| Child Care Program Coord        | Physician Asst I                |
| Child Life Specialist           | Physician Asst II               |
| Clinical Nurse Specialist       | Physician Asst III              |
| Communication/Svcs Officer      | Police Captain                  |

|                                    |                                 |
|------------------------------------|---------------------------------|
| Cook I                             | Police Lieutenant               |
| Cook II                            | Police Officer                  |
| Coord of Childhood Obesity Ctr     | Police Sergeant                 |
| Coord of Outreach Diabetes Ed      | Police Trainee                  |
| Critical Care Specialist           | Postdoctoral Fellows*           |
| Cytotechnologist                   | Pulmonary Function Technologist |
| Dental Asst I                      | Radiation Therapist I           |
| Dental Asst II                     | Radiation Therapist II          |
| Dental Asst III                    | Radiation Therapist III         |
| Dental Asst Supervisor             | Radiation Therapy Clinical Sup  |
| Dental Hygienist                   | Radiation Therapy Engineer      |
| Dialysis Tech Specialist           | Radiation Therapy Physicist     |
| Dialysis Technician I              | Rad Therapy Quality Mgt Coord   |
| Dialysis Technician II             | Radiographer                    |
| Dialysis Technician III            | Radiologic Technician           |
| Dietetic Technician                | Registered Med lab Technician   |
| Dietitian                          | Research Aides*                 |
| Dietitian Asst                     | Research Associates*            |
| Dir of Food/Nutrition Svcs         | Research Managers*              |
| Dir of Hospital Environmental Svcs | Research Pharmacist             |
| Dir of Hospital Epidemiology       | Respiratory Therapist           |
| Dir of Nursing                     | Respiratory Therapy Asst        |
| Dir of Nursing-Nursing Home        | Respiratory Therapy Coord       |
| Dir of Occupational Therapy-NH     | Respiratory Therapy Technician  |
| Dir of Pharmacy                    | Restorative Technician          |
| Dir of Physical Therapy-NH         | Safety Mgr                      |
| Dir of Public Safety               | Safety Officer                  |
| Dir of Rehab Svcs                  | Section Supervisor              |
| Dir of Respiratory Care            | Sr Anesthesia Asst              |
| Dosimetrist                        | Sr Cardiovascular Technician    |
| EEG/Evoked Potential Lab Sup       | Sr Community Health Nurse       |
| Echocardiograph Technician         | Sr Cytogenetics Technologist    |

|                                    |                                    |
|------------------------------------|------------------------------------|
| Electrocardiograph Technician I    | Sr Cytotechnologist                |
| Electrocardiograph Technician II   | Sr Dietitian                       |
| Electroencephalograph Technician   | Sr Dosimetrist                     |
| Electroencephalograph Tech Train   | Sr Electroencephalograph Tech      |
| Electromyography Technician        | Sr Electromyography Technician     |
| Electromyography Tech Trainee      | Sr Licensed Practical Nurse        |
| Emergency Medical Technician       | Sr Med Sonographer                 |
| Environmental Svcs Dispatcher      | Sr Nuclear Medicine Technologist   |
| Environmental Svcs Shift Sup       | Sr Occupational Therapist          |
| Flow Cytometer Specialist          | Sr Occupational Therapy Asst I     |
| Food & Nut Warehouse Coord         | Sr Occupational Therapy Asst II    |
| Food & Nut Warehouse Sup           | Sr Patient Care Asst I             |
| Food Production Sup                | Sr Patient Care Asst II            |
| Food Svc Wkr I                     | Sr Pharmacy Technician             |
| Food Svc Wkr II                    | Sr Physical Therapist              |
| Gastroenterology Technician        | Sr Physical Therapy Asst I         |
| Head Anesthesia Technician         | Sr Physical Therapy Asst II        |
| Hemapheresis Technician            | Sr Pulmonary Function Technologist |
| Histocompatibility Technologist I  | Sr Radiographer                    |
| Histocompatibility Technologist II | Sr Radiologic Technician           |
| Histocompatibility Testing Sup     | Sr Speech Pathologist              |
| Histology Technician I             | Sr Staff Nurse I                   |
| Histology Technician II            | Sr Staff Nurse II                  |
| Histology Technician III           | Sr Staff Nurse III                 |
| Histology Technologist             | Sr Surgical Technologist           |
| Hospital Environmental Svcs Tech   | Sr Transportation Officer          |
| Lab Assistants*                    | Sr Unit Clerk                      |
| Lead Anesthesia Technician         | Special Imaging Technologist       |
| Lead Cardiovascular Technician     | Speech Pathologist I               |
| Lead Radiographer                  | Speech Pathologist II              |
| Lead Respiratory Therapist         | Speech pathology Fellow            |
| Lead Teacher                       | Staff Nurse                        |

|   |                                |
|---|--------------------------------|
| Lead Urologic Technician  | Staff Nurse PRN                |
| Licensed Practical Nurse (PRN)  | Storekeeper                    |
| Licensed Practice Nurse I   | Sup Cytogenetics Lab           |
| Licensed Practical Nurse II   | Sup Physical Therapy           |
| Mgr of Audiology & Speech Path  | Sup Medical Technologist       |
| Mgr of Occupational Therapy   | Surgery Pathology Lab Sup      |
| Mgr of Physical Therapy   | Surgical Asst                  |
| Maternal/Infant Care Clnc NurseEd   | Surgical Technologist          |
| Maternal/Infant Care Prgm Coord   | Surgical Transplant Technician |
| Med Lab Technician I  | Tech Dir Echocardiograph Lab   |
| Med lab Technician II   | Transportation Mgr             |
| Med Lab Technician III  | Transportation Officer         |
| Med Sonographer   | Transporter                    |
| Med Technologist  | Unit Clerk                     |
| Neonatal Specialist   | Urologic Technician            |
| Neonatal Specialized Svcs Mgr   |                                |
| Nuclear Medicine Technologist   |                                |
| Nurse Anesthetist   |                                |
| Nurse Anesthetist PRN   |                                |
| Nurse Clinician   |                                |
| *Designated positions when work or work environment includes toxic or hazardous chemicals of equipment. |                                |

### Responsibilities

The responsibilities each party has in connection with this policy are:

| (Party)         | (Responsibility)   |
|-----------------|--|
| Department      | Supervisor of employee to be tested must complete the For Cause Testing Authorization form |
| Human Resources | Signature of VP for HR (or designee) on For Cause Testing Authorization form               |
| Other           | See section 6.4 (1 & 2)  |

### Forms

Alphabetical Index of Drug Testing Positions ([Attachment A](#))

For Cause Testing Authorization Form ([Attachment B](#))

Voluntary Authorization Form ([Attachment C](#))

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