



Title: Pre-Employment Drug Testing	
Author: Vice President, Chief Human Resource Officer	Effective Date: 10/17/2018
Approval: Administrative Manager	Review Date:
Contact: Human Resources	Cancels: 3/98, 5/00, 7/8.2/15, 4/17
Policy Committee Review Date: 5/2016	

POLICY:

All personnel who are offered employment with Carson Tahoe Health System will be required to submit to and pass a drug screen in order to qualify for employment.

PURPOSE:

To assure the drug free status of newly hired staff.

To support the healthcare system's drug free work place policy.

PROCEDURE:

1. Offers of employment will be made on the condition the candidate can successfully pass a drug screen.
 - 1.1. The supervisor will notify the Human Resources Department when they have an applicant they wish to hire.
 - 1.2. The Human Resources Department will contact the candidate to coordinate the process.
 - 1.3. The Employee Health Department will collect the sample and the contracted provider will conduct the urine screen for drugs of abuse and controlled substances.
 - 1.4. The drug screen will consist of a urine sample that will be tested for the following:
 - 1.4.1. Urine Analysis:

Amphetamines	Marijuana Metabolites
Methadone	Cocaine Metabolites
Opiates	Oxycodone
Benzodiazepines	

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

- 1.5. Drug screen results will be communicated by the contracted provider to the Employee Health department.
 - 1.5.1. If the urine given at collection does not register a temperature between 90-100F the candidates' employment offer will be rescinded.
 - 1.5.2. If the candidate provides a specimen <30mls "insufficient quantity" the shy bladder collection process will begin per the Quest Urine Drug testing protocol.
 - 1.5.3. If the test is negative (-) the potential new hire may continue with the onboarding process.
 - 1.5.4. If the initial test is reported as dilute, another specimen will be collected as soon as possible with minimum advance notice. If the second sample is reported as dilute, the offer of employment will be rescinded.
 - 1.5.5. If the test is positive (+), the potential new hire will be contacted by the Medical Review Officer (MRO) from the office of the contracted provider. The MRO will determine the final result and communicate that result to the Employee Health Department. If the final result is positive, the candidate may be ineligible and the offer of employment may be rescinded.
2. Candidates who have been determined ineligible due to a positive, dilute or "shy bladder" drug screen may reapply for a position and become eligible for reconsideration no sooner than six (6) months from the date of the positive or dilute test results.
3. Human Resources will keep a confidential list of candidates who have been determined ineligible in order to determine those candidates who may qualify for consideration in six (6) months.
4. For the candidate to attend scheduled orientation the urine drug screen results must be returned to employee health prior to orientation. If the results are not returned, the candidate will be pushed forward to the next scheduled orientation.