

## ATTACHMENT A

### DRUG AND ALCOHOL TESTING

#### I. DEFINITIONS

For the purposes of these Rules and Regulations, the terms set forth shall be defined as follows:

"Alcohol" means any intoxicating beverage, including beer and wine.

"Collecting Agent" means a member of the Occupational Health Department, to perform the specimen collection and the testing described herein.

"Drug" means any controlled substance listed in Schedules I, II, III, IV or V of the Federal Controlled Substances Act. VIRTUA, through the Collecting Agent, may test for any drug as defined above. Every drug test shall, at a minimum, test for marijuana, cocaine and narcotics. Other drugs of choice may be added at the direction of the Official or VPMA.

"Drug or alcohol testing" means the collection, transportation and initial and confirmatory analysis of a urine or a blood specimen for the purpose of detecting the presence of drugs or alcohol.

"Hospital" means Memorial Hospital of Burlington County.

"Medical Staffs" means the medical staff of Memorial Hospital of Burlington County.

"Medical Staff Member" means a member of the Medical Staffs in any category.

"Observer/witness" means a same gender peer, official or same gender Occupational Health Department member.

"Official" means any of those persons who are authorized to impose a Summary Suspension under Section 7.3 of the Medical Staffs Bylaws.

"Testing Laboratory" means the laboratory or laboratories, which the Medical Executive Committee of a Virtua Division has approved, for the analysis of specimens obtained pursuant hereto.

#### II. SCOPE OF TESTING

Any Medical Staff Member who has been placed on precautionary suspension by the (a) President of the Medical Staff, (b) CEO, (c) VPMA, (d) Chair of the Department in

which the affected Medical Staff Member has privileges, or their designee and is suspected of using drugs or alcohol shall be required to submit to drug or alcohol testing.

### III. PRE-TESTING PROCEDURES

- A. Consent Form. A Medical Staff Member who is required to submit to drug or alcohol testing shall sign a Consent Form which acknowledges his or her release of the test results to the VPMA.
- B. Opportunity to Explain. Prior to submitting to drug or alcohol testing, a Medical Staff Member shall be given the opportunity to explain in writing his or her use of any legal, or illegal, drug or use of alcohol and any circumstances addressing the Official's reasonable cause to believe that the Medical Staff Member has used or is under the influence of a drug or alcohol. The Consent Form shall serve as the recording document and will be maintained with test results.

### IV. DRUG TESTING PROCEDURES

- A. Medical Staff Member is suspected of being under the influence of drug(s) or alcohol.
- B. The Official, or designee as defined under Section 8.8.1 of the Medical Staffs Bylaws, is notified.
- C. The Official or designee evaluates the Medical Staff Member. If it is determined he/she is impaired the Official removes the Medical Staff Member from the work site (precautionary suspension).
- D. At the direction of the Official, Occupational Health Department member (on-duty or on-call) is contacted to conduct drug testing.
- E. Collection Site and Personnel. Specimen collection shall be conducted by the Collecting Agent (Occupational Health Department member) in a place (Occupational Health Department) and in a manner which are designed to insure the highest possible degree of confidentiality.
- F. Specimen Collection.

In conducting a drug test, the following precautions shall be taken to ensure that unadulterated urine specimens are obtained and all specimens are correctly identified while simultaneously protecting the Medical Staff Member to the extent reasonable practicable under the circumstances.

1. When the Medical Staff Member arrives at the Collection Site, he or she shall be requested to present photo identification. The Official may identify the Medical Staff Member if photo identification is not available. If his or her identity cannot be established, the collection shall not proceed.
2. The Medical Staff Member shall complete the Consent Form.
3. The Medical Staff Member shall be asked to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with, or adulterate, his or her urine specimen. The Collecting Agent responsible for conducting the test shall ensure that all personal belongings such as a purse or briefcase remain with the outer garments. The Medical Staff Member may retain his or her wallet.
4. Urine Specimen. The Medical Staff Member is accompanied to the bathroom by the Observer/witness.
5. The Medical Staff Member may wash and dry his or her hands prior to urination.
6. The Medical Staff Member being screened for suspicion-based testing will be accompanied to the bathroom by Occupational Health Department personnel or an observer of the same gender.
7. The urine specimen is given to the Collecting Agent. Upon receipt of the urine specimen the Collecting Agent shall determine that the amount is sufficient, 60 milliliters. If the amount is insufficient, additional urine shall be collected in a separate container to reach a total of 60 milliliters. The Medical Staff Member may be given a reasonable amount of liquid to drink for this purpose (e.g., a glass of water). If he or she fails for any reason to provide 60 milliliters of urine, the collection shall not proceed.
8. Immediately after the specimen is collected, the temperature of the urine specimen shall be measured. The temperature-measuring device used must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measurement is critical and in no case shall exceed four minutes.
9. If the temperature of a specimen in any container is outside the range of 32.5 - 37.7 degrees C (or 90.5 - 99.8 degrees F), the deviation shall constitute a reason to believe that the Medical Staff Member may have altered or substituted the specimen, and another specimen shall be collected under the direct observation of the Observer/witness of the same gender. A Medical Staff Member may volunteer to have his or her body temperature

taken to provide evidence to counter the reason to believe that he or she may have altered or substituted the specimen caused by the specimen's temperature falling outside the prescribed range.

10. Immediately after the specimen is collected, the Collecting Agent shall inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings shall be noted on the Chain of Custody Form and in the permanent log.
11. Whenever there is reason to believe that a Medical Staff Member may alter or substitute the specimen to be provided, a second specimen shall be obtained as soon as possible under the direct observation of an Observer/witness of the same gender.

NOTE: An Official must review, and concur, in advance with any decision by the Collecting Agent to obtain a specimen under the direct observation of an Observer/witness of the same gender.

12. After the urine specimen has been provided to and evaluated by the Collecting Agent, the Medical Staff Member shall be allowed to wash his or her hands.
13. Both the Medical Staff Member and the Collecting Agent shall keep the urine specimen in view at all times prior to its being labeled and sealed. If the specimen is transferred to a second bottle, the Collecting Agent shall require the Medical Staff Member to observe the transfer of the specimen and the placement of the tamper-proof seal over the bottle cap and down the sides of the bottle.
14. Alcohol testing. A Medical Staff Member shall be required to submit to alcohol testing through serum levels. A Medical Staff Member who is found to have a blood alcohol concentration of .05 percent or more shall be deemed to have a positive test result.
15. The Medical Staff Member shall initial specimen labels for the purpose of certifying that the specimens were collected from him or her.
16. The Collecting Agent shall place an identification label securely on the urine and blood specimen containers. This label shall contain the date and Medical Staff Member's identification number.
17. The Chain of Custody form shall be completed by the Collecting Agent and shall include the Medical Staff Member's signature. A copy of the

completed form shall be given to the Medical Staff Member for his or her personal record.

18. The Collecting Agent places the form, blood and urine specimens in the Chain of Custody bag. The Chain of Custody bag is then prepared for transportation to the designated lab.
19. While any portion of the above Chain of Custody procedures is being performed, the specimen and custody documents shall be under the control of the Collecting Agent.

G. Specimen Analysis

The initial test shall use an immunoassay, which meets the requirements of the Food and Drug Administration for commercial distribution. These levels are subject to change in accordance with lab procedures and the standards of the Professional Assistance Program of New Jersey.

	<u>Initial Test</u> <u>Level (NG/ML)</u>	<u>Confirmatory Test</u> <u>Test Level (NG/ML)</u>	<u>Method</u>
Amphetamines	300		
Amphetamine		300	GC/MS
Methamphetamine		300	GC/MS
Barbiturates	300		
Amobarbital		500	GC/MS
Butabarbital		500	GC/MS
Butalbital		500	GC/MS
Pentobarbital		500	GC/MS
Phenobarbital		500	GC/MS
Secobarbital		300	GC/MS
Benzodiazepine Metabolites	300		
Diazepam		300	GC/MS
Hydroxyalprazolam		300	GC/MS
Lorazepam		300	GC/MS
Nordiazepam		300	GC/MS
Oxazepam		300	GC/MS
Temazepam		300	GC/MS
Cocaine Metabolites	300	300	GC/MS
Marijuana Metabolites	50		
Delta-9-Carboxy THC		10	GC/MS
Methadone	300	300	GC/MS
Methaqualone	300	300	GC/MS
Opiate Metabolites	300		
Codeine		300	GC/MS
Hydromorphone		1000	GC/MS
Morphine		300	GC/MS
Phencyclidine (PCP)	75	75	GC/MS
Propoxyphene	300	300	GC/MS

- H. Positive Test Results. If the result of a Medical Staff Member's initial drug/alcohol test or confirmatory drug test is negative, he or she will be deemed to have tested negative. A Medical Staff Member will be deemed to have tested positive if both the initial test and the confirmatory test (GCMS) are positive.
- I. Reporting Results. The testing laboratory shall report test results to the Occupational Health Department. Test results will be received within an average of five working days after receipt of the specimen by the testing laboratory. Before any test is reported, it shall be reviewed and the test certified as an accurate report by the testing laboratory. The report shall identify the substance(s) tested for, whether positive or negative, the cutoff for each, the specimen identification number which had been assigned by the Collecting Agent.

The Occupational Health Department shall provide the VPMA a copy of the original chain of custody consent form and the certified test results. The testing laboratory's certifying agent shall be the individual responsible for the day-to-day management of the testing laboratory or the individual responsible for attesting to the validity of the test results.

V. Record Keeping and Miscellaneous

- A. All reasonable steps are to be taken to limit disclosure of the fact that a Medical Staff Member is being subjected to drug or alcohol testing to the Official who has imposed the testing requirement, the Collecting Agent and the VPMA.
- B. The Collecting Agent responsible for conducting drug and alcohol testing under this Policy shall maintain a permanent record book (log) in which identifying data on each specimen collected are permanently recorded in the sequence of collection. The Collecting Agent shall assure that this record is held in strict confidence.
- C. The Collecting Agent shall note any unusual behavior or appearance of the Medical Staff Member in the permanent record book (log).
- D. The Collecting Agent shall record test results in the permanent record book.

**Drug/Alcohol Testing Consent Form**

I, \_\_\_\_\_, do hereby consent to a drug/alcohol test conducted at the request of Virtua. I understand that the results of the test will be provided to the Employer.

I hereby release and forever discharge the Employer, its trustees, officers, agents and employees, and any of its medical staff members from any and all claims arising out of or in connection with the test. I am/am not taking prescription or non-prescription medications.

**\*\* List all medication, including over-the-counter medications, that you have taken in the last 14 days:**

_____	_____
_____	_____
_____	_____

The above prescription medications have been ordered by

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant/employee

Witness:

\_\_\_\_\_

Medical Executive Committee - 7/11/91  
Board of Trustees 7/25/91