

SCOPE:

This policy applies to **CLINICAL** and **NON-CLINICAL** departments in the following El Rio Community Health Center functional areas and/or locations (check all that apply):

- | | | | |
|---|---|--|---|
| <input checked="" type="checkbox"/> Family Medicine | <input checked="" type="checkbox"/> Same Day Appt. Clinic | <input checked="" type="checkbox"/> Radiology | <input checked="" type="checkbox"/> MOR/DOR |
| <input checked="" type="checkbox"/> Internal Medicine | <input checked="" type="checkbox"/> Broadway | <input checked="" type="checkbox"/> Pharmacy | <input checked="" type="checkbox"/> Administration |
| <input checked="" type="checkbox"/> Pediatrics | <input checked="" type="checkbox"/> School Based Clinics | <input checked="" type="checkbox"/> Laboratory | <input checked="" type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> Dental | <input checked="" type="checkbox"/> SIA | <input checked="" type="checkbox"/> HIM | <input checked="" type="checkbox"/> Accounting |
| <input checked="" type="checkbox"/> Behavioral Health | <input checked="" type="checkbox"/> CODAC | <input checked="" type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Business Office |
| <input checked="" type="checkbox"/> Midwives | <input checked="" type="checkbox"/> Birth & Women's | <input checked="" type="checkbox"/> Patient Communications | <input checked="" type="checkbox"/> Coding |
| <input checked="" type="checkbox"/> OB/GYN | <input checked="" type="checkbox"/> Care Coordination | <input checked="" type="checkbox"/> Advocacy & Eligibility | <input checked="" type="checkbox"/> Security |
| <input checked="" type="checkbox"/> Clinical Pharmacy | <input checked="" type="checkbox"/> Wellness | <input checked="" type="checkbox"/> Facilities/Materials | <input checked="" type="checkbox"/> Transportation |

POLICY DESCRIPTION:

Drug and Alcohol Policy

PAGE:

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REFERENCE NUMBER:

HRD-020

APPROVAL DATE:

11/2016

DATES REVIEWED WITHOUT CHANGE:**EFFECTIVE DATE:**

11/2016

REPLACES POLICY DATED:

11/2010

NEXT REVIEW DATE:

11/2017

DATE RETIRED:

N/A

RESPONSIBILITY: Security Manager, Risk Manager
Director (Clinical), Human Resources Director, Case
Coordination Manager

Committee Substitutes:

Human Resources Manager, Quality Improvement
Consultant (Clinical), Emergency Management Consultant
(Clinical), Chief Clinical Officer (Clinical)

APPROVALS:

HR Director: 11/2016

PPC: 11/2016

CAC: 11/2016

POLICY: It is the policy of El Rio Community Health Center to maintain a safe patient and employee environment by enforcing an alcohol and drug-free workplace.

PURPOSE:

To assure that all employees are alcohol and drug-free by performing pre-employment and periodic drug and alcohol screenings.

DRUG AND ALCOHOL POLICY:

Screenings may be performed for any of the following, but not limited to these:

- A new employee undergoes post-physical offer screening;
- There is a reasonable suspicion that the employee has used, may be using or that the employee's job performance has been adversely affected by the use of illegal drugs, abuse of authorized prescription drugs or use of alcohol.
- Self-Disclosure - Substance abuse monitoring is required as a condition of employment after returning from rehabilitation or substance abuse assessment after previously testing positive under this policy.
- An Arizona medical marijuana registered cardholder may not possess or ingest medical marijuana or work while impaired by medical marijuana. Additionally, if El Rio Community Health Center would lose a monetary or licensing benefit under federal law or regulation, El Rio Community Health Center will refuse to hire or keep employed an Arizona medical marijuana registered cardholder.
- When an employee must take prescription or over-the counter drugs, the employee must obtain from their Primary Care Provider a release stating if the drug has any side effects which may impair the employee's ability to safely or productively perform the employee's job duties. If there is potential impairment of the employee's ability to work safely or productively, the employee must report this information to the supervisor/manager. With input from the employee, El Rio Community Health Center will determine if the employee should work in his regular job, be temporarily assigned to another job or placed off work.
- Furthermore, if El Rio Community Health Center has designated a position as **safety-sensitive** and the Company has a good faith belief that the employee is using any drug, whether legal, decriminalized, or prescribed by a physician, that could cause an impairment while working, or otherwise impact the employee's job performance or ability to perform job duties then the Company may take appropriate action to exclude the employee from the **safety-sensitive position**. For instance, the Company may assign the employee to another job or place the employee off work.

DEFINITIONS:

Safety sensitive- Human Resources definition pertaining to job duties that may directly affect the safety of patient or staff

Safety sensitive position - job duties that relate directly to patient care, administration of medicines, patient transportation.

Self-Disclosure – Employee and/or applicant provides forthright information about current placement in a diversionary program. Is in possession of a Medical Marijuana card. Employee and /or applicant taking prescribed class I or class II narcotics, under the supervision of a medical physician.

References:

- Labor / Management Agreement 7/1/2016 through 12/31/2019 El Rio Division-AFSCME Local 449, AFL- CIO
- Forms- El Rio intranet> Forms >Human Recourses> Forms, Discipline Packages> Drug Free Workplace II> From I, From II and Statement