

STUDENT DRUG SCREENING PROCEDURES

I. SCOPE & PURPOSE

The Tulsa Community College (TCC) School of Health Sciences (SOHS) shall conduct drug screening on all students of the SOHS prior to their participation in the initial Clinical Rotation. This screening fulfills the requirements outlined in contractual agreements between TCC and clinical affiliates and determines a student's eligibility for continuing program enrollment. Additional information about TCC's drug and alcohol policies may be found in the Student Handbook.

II. RATIONALE

Drug screening of all SOHS students prior to their initial clinical rotation shall be conducted in order to:

- i. Perform due diligence and competency assessment of students for public welfare;
- ii. Ensure health and safety of patients and students in a clinical setting;
- iii. Support a drug free workplace;
- iv. Meet accreditation standards as interpreted by hospital affiliates regarding drug screening; and
- v. Meet obligations outlined in contractual agreements between TCC and clinical affiliates.

III. DRUG SCREENING PROCEDURE

a. Persons to be Tested

- i. Drug screening shall be required of ALL SOHS students.
- ii. Drug screening shall occur prior to the student's initial participation in the first clinical rotation.
- iii. In addition to the initial drug screening, further testing may be required of a student "for cause" or reasonable suspicion and may be either announced or unannounced.
- iv. On the day of the test, the vendor responsible for administering drug tests (Collector) shall ensure that the student is positively identified as the individual selected for testing. This identification shall be done through the presentation of a photo identification document (driver's license with picture or TCC student identification with picture). If the student's identity cannot be established, the Collector shall not proceed with the collection until such identification can be made.
- v. Students may be excused from announced or unannounced drug testing only for circumstances beyond their control (e.g., illness, family emergency). The

- student shall be required to provide written verification for such absences.
- vi. Approval of a verifiable absence is the responsibility of the Faculty Department Chair/Program Director.

b. Consent for Testing

- i. All SOHS students shall sign and submit a written consent/release form for drug testing for the purpose of collecting and analyzing the required urine specimen(s) as well as acknowledging that the student is responsible for the cost of all drug testing. The consent includes release of drug testing results and release of liability.
- ii. If the student is under eighteen (18) years of age, the student's parent or legal guardian must also sign the drug testing consent form.
- iii. The signed consent/release form must be returned to the SOHS office and shall be retained and maintained in a secure location within the SOHS office.
- iv. A student has the right to refuse to consent to drug testing for (a) initial clinical rotation participation, (b) annual testing while a student in the SOHS, or (c) reasonable suspicion or for cause. However, a student's refusal at any point to be tested for drugs and alcohol shall result in dismissal from the Program. The Dean and Faculty Department Chair/Program Director shall be notified of any refusal to be tested.

c. Cost

- i. The student must pay all drug screening fees.
- ii. Initial screening fees shall be assessed through 1st semester course fees; subsequent screening fees (if any) shall be charged through the appropriate semester fees.

d. Period of Testing Validity

- i. Drug test results are usually accepted for the duration of the student's continuous program participation but may be required on a more frequent basis depending on the requirement(s) of clinical affiliates, or may be performed for cause.

e. Specimen Collection

- i. Only laboratories certified by the U.S. Department of Health and Human Services (DHHS) under the National Laboratory Certification Program can be used to perform drug-testing analysis. TCC shall designate an approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by TCC shall not be accepted.
- ii. The Collector shall employ a licensed medical professional or technician who has been trained and certified for collection in accordance with chain of custody and control procedures. This person cannot be a TCC employee.
- iii. The designated collection site and specimen collection procedures shall be

secured in accordance with chain of custody and control procedures. Security during collection shall be maintained by effective restriction of access to the collection materials and specimens.

- iv. All current SOHS students shall be tested for the following ten (10) drugs (subject to change):
 - Oxycodone
 - Cocaine
 - Benzodiazepines
 - Methadone
 - Barbiturates
 - Marijuana
 - Opiates
 - Phencyclidine (PCP)
 - Amphetamines
 - Propoxyphene
- v. Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student shall be required to complete and successfully pass a new drug test.
- vi. If the student is unable to provide an adequate specimen during the collection process, another collection time shall be scheduled. Students shall not be allowed to enter into their respective clinical rotation within the program until the Dean receives negative test results.

f. Reasonable Suspicion Screening

- i. Students may also be required to submit to reasonable suspicion screening while participating in clinical experiences as stipulated in the drug screening policies of TCC and the contractual agreements with clinical affiliates.
- ii. Drug testing may be performed for cause when reasonable suspicion exists and may include but not be limited to the following:
 - a. Observable phenomenon, such as direct observation of drug or alcohol use, or physical symptoms such as slurred speech, unsteady gait, confusion or other manifestations of being under the influence of drugs
 - b. Presence of an odor of alcohol or illegal substance; abnormal conduct or erratic behavior while in the clinical facility, absenteeism, tardiness or deterioration of performance
 - c. Evidence of tampering with a drug test
 - d. Evidence of falsification of information
 - e. Suspected theft of medications including controlled substances while at the clinical facility
 - f. Information that the individual has caused or contributed to an incident in the clinical facility
 - g. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in any SOHS Program.

- iii. If the clinical instructor or clinical site supervisor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, abnormal conduct, erratic behavior, deterioration of performance or accident while in the clinical facility, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
 - a. The instructor shall remove the student from the patient care or assigned clinical work area and notify the clinical agency supervising personnel.
 - b. Upon the student's oral consent, the instructor shall contact a family member, friend, or transportation service and arrange for student transport to a designated laboratory service facility contracted by the current TCC drug screening vendor. "For cause" and reasonable suspicion testing must occur on the same day as the observed behavior. The student shall pay for all costs associated with the for-cause drug-screening test, including transportation costs to the testing facility.
 - c. If the results of the test(s) are negative for drugs, alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Dean or their designee within 24 hours of the test results, or as soon as is reasonably possible, to discuss the circumstances surrounding the impaired clinical behavior.
 - d. Based on the information provided and any further medical evaluations warranted, the Dean or their designee shall make a decision regarding the student's return to the clinical setting. If the indicator was the odor of alcohol, the student shall be mandated to discontinue the use of whatever substance may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 - e. If the results of the test(s) are confirmed as positive for alcohol, illegal substances, or non-prescribed legal substances, the Dean shall withdraw the student from all didactic and clinical courses and shall dismiss the student from the program. (Please refer to the applicable Program's Student Handbook.)

IV. FAILURE TO APPEAR AND COMPLETE DRUG TESTING

- a. If a student fails to appear at the scheduled time for drug testing, the student shall be given a second chance to appear and take the test.
- b. If the student fails to appear for drug testing within the specified time frame or schedule a second time, it may result in dismissal from the School of Health Sciences Programs. The Faculty Department Chair/Program Director shall be notified of any failure to appear.

V. SCREENING RESULTS

a. All Results

- i. The vendor shall provide written notification to the Dean listing all student results from collected drug tests.
- ii. Test results shall not be released to any individual who has not been authorized to receive such results.
- iii. Notification of drug screening results can only be delivered in a manner that ensures the integrity, accuracy, and confidentiality of the information. Students shall not be allowed to hand deliver any test results to college representatives.
- iv. Tulsa Community College may refuse to accept any test result that does not meet the requirements of the procedures and guidelines.
- v. The Dean, or designee, shall inform the student of any positive drug screening results within seven (7) days of receiving the results.
- vi. If a student challenges a result, only the original sample can be retested. The student must request an order for retest of the sample through the Medical Review Officer (MRO) within 72 hours of the confirmed positive result. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this re-test.

b. Positive Results

- i. The testing laboratory shall confirm all specimens identified as non-negative/positive on the initial test. The Medical Review Officer (MRO) shall review any positive test results.
- ii. The MRO shall be a licensed physician with knowledge of substance abuse disorders, and shall review and interpret positive test results. The MRO shall also:
 - a. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of other relevant biomedical factors.
 - b. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results of the test.
- iii. If, after review by the MRO, there is a valid medical explanation for the screening results, the vendor shall notify TCC of a clear test. If after review by the MRO, there is no valid medical explanation for the positive test, then the test results shall stand.
- iv. Any appeal right of a positive drug test rests solely between the student, the Medical Review Officer and the vendor.
- v. The vendor shall provide written notification with a list of those students with

- a positive drug test to the Dean.
- vi. If the results of the test(s) are confirmed as positive for alcohol, illegal substances, or non-prescribed legal substances, the Dean shall withdraw the student from all didactic and clinical courses. If eligible for readmission, the student may apply for re-admission to the Program following successful completion of recommended counseling or rehabilitation as prescribed by a licensed drug and alcohol counselor. (Please refer to the specific Program's Student Handbook.)

VI. READMISSION GUIDELINES RELATED TO SUBSTANCE ABUSE

- a. If the student tests positive for drugs on the re-admission testing, the student shall be denied re-admission.
- b. If a student is readmitted to the SOHS Program and tests positive again on a drug test, or the MRO deems them unsafe for the clinical setting, the student shall receive permanent dismissal from the SOHS Program. A grade of "F" shall be recorded if the student does not officially withdraw.

VII. RECORD STORAGE

- a. Reports and related records (both electronic and paper media) shall be retained and maintained in a secure location within the School of Health Sciences office for the timeframe listed below unless otherwise required by law.
- b. Negative test results must be kept on file for one year in the SOHS office after the student's last date of attendance at TCC. Positive results must be maintained on file for five years in the SOHS office.
- c. Drug screening reports and all records pertaining to the results shall be considered confidential with restricted access. The results and records are protected in accordance with the Family Educational Rights and Privacy Act (FERPA) and its regulations.