

LSUHSC NEW ORLEANS CAMPUS - SUPERVISOR'S INSTRUCTIONS DRUG TESTING & FITNESS FOR DUTY REFERRAL – Off-Site Locations

The following steps are to be taken in order to comply with the LSUHSC Substance Abuse Policy and the Fitness for Duty Policy. These steps are being taken to ensure the safety of individuals while we wait for the drug test results. Supervisors who observe or receive any information about an individual's impairment or unsafe condition from alcohol or drugs or who have an individual involved in an accident/incident must:

1. Document the incident on an **Administrative Referral Form**.
2. **Interview the individual.** This is to determine the accuracy of the report and discuss concerns, behaviors, and observations.
3. Notify the appropriate Administrative Body or their designee to report the incident and obtain authority to make the referral.
4. Make a formal administrative referral to the Campus Assistance Program (CAP) and/or Drug Testing Program by calling (504) 568-8888 and fax the administrative referral form to (504) 568-3892.
5. Provide the **LSUHSC Employee, Faculty, Resident, and Student Instructions – Drug Testing & Fitness for Duty Referral** form to the individual.
6. CAP and the supervisor will arrange a Zoom meeting prior to the referral to CAP. The supervisor and the individual referred will be in this meeting together with the CAP counselor to discuss reason for referral and answer any questions.
7. If drug test is being requested, the **Agreement to Submit to an Alcohol and/or Drug Test and Authorization for the Release of Test Results** form must be signed prior to the drug/alcohol test.
8. Escort the individual immediately to the pre-approved drug testing collection site for the breath alcohol test and urine drug screen. **The LSUHSC Drug Testing Office will provide you with a donor pass to take to the collection site. The individual will need their ID at the collection site.** The individual is not allowed to drive to the collection site. It is recommended that the individual is escorted to the collection site using a taxi service.
9. Once the drug test is completed and the individual has been referred to the CAP program, contact Human Resources, Labor Relations at HRMCAP@lsuhsc.edu (employees & faculty), the Office of Graduate Medical Education (residents), or Dean's Office (students) to request **administrative leave** of the individual, pending investigation, evaluation, and drug test results.
10. It usually takes 24-48 hours for the results of a negative drug test to come back. Positives must go through a Medical Review Officer (MRO) verification and may take 72-96 hours. The MRO is a trained physician who will make sure the test results are correct. The length of time for completing a Fitness for Duty Evaluation will vary. If there are no complicating factors, it will take 36 to 48 hours from the initial screening until the individual is cleared to return to work/school by the CAP. However, in more complicated cases the process may take longer and can require more than what the CAP counselor can provide alone.
11. If you receive notice on an individual having a positive breath alcohol test, you must immediately notify the appropriate Administrative Body or their designee of the outcome of the test.
12. If the breath alcohol test result is positive or the individual appears to be impaired, you should immediately notify a family member or friend that the individual cannot drive and is unable to return to work/school. A good faith effort to obtain transportation for the individual should be attempted.
13. Inform the individual that CAP may make additional referrals to complete the fitness for duty evaluation. A fitness for duty evaluation and/or initial tests beyond the scope of normal services provided by CAP will be **covered financially by the LSU Health New Orleans department/school for which the individual is employed or enrolled**. If the individual is found to need medical treatment and/or unfit to return to work/school for medical reasons, the individual will be placed on annual, sick, or leave without pay as appropriate. The individual must also be advised to contact HRM for FMLA paperwork.
14. **Advise the individual that returning to work/school is dependent on the outcome of the drug test results and the Fitness for Duty Evaluation.** Inform them they may return to work/school if the alcohol breath and urine drug test results are negative and the Fitness for Duty Evaluation indicates the individual is fit to return to work/school. If the alcohol and/or drug test results are positive, corrective action up to and including termination from work or suspension from school may be initiated. Under certain circumstances, the individual may be eligible for leave under the Family and Medical Leave Act. CAP may also stipulate that the individual is fit to return to work/school only if the individual obtains treatment. The individual must be found fit for duty before returning to work/school.
15. **Give the individual written instructions** to check in daily with a designated supervisor while on suspension. The suspended individual needs to be informed to phone the supervisor each day at a certain time while on suspension and must be available to return immediately to work/school should there be a need for his/her return.
16. This individual may not return to work/school and should not be permitted to return until he/she has been cleared through the appropriate Administrative Body: _____. They will contact you with further instructions.
17. **NOTE: The fact that this individual has been referred to the Campus Assistance Program and the Drug Testing Program is a CONFIDENTIAL matter and should only be discussed with your supervisor.**