

## LSUHSC NEW ORLEANS CAMPUS - SUPERVISOR'S INSTRUCTIONS DRUG TESTING & FITNESS FOR DUTY REFERRAL

The following steps are to be taken in order to comply with the LSUHSC Substance Abuse and Drug Free Workplace 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 who is believed to be in an unsafe/impaired condition at work/school must:

1. Notify university management for administrative approval to make the administrative referral to CAP.
2. Once approval is granted, the supervisor shall contact and consult with the Campus Assistance Program (504- 568-8888) for CAP to determine the appropriate services to be administered for the administrative referral. CAP will complete the services recommended section on the administrative referral form.
3. The supervisor will interview the individual to first determine accuracy of the report and then to discuss concerns, behaviors, and/or observations that require the administrative referral.
4. The supervisor then makes the administrative referral to the Campus Assistance Program by documenting the observed behavior on the administrative referral form.
5. The individual as well as the supervisor and/or University Management must sign the administrative referral form prior to CAP meeting with the individual. In any event, University Management will be notified of the administrative referral.
6. Escort the individual immediately to the CAP and Drug Testing Office during normal working hours (after hours call 568-8888 to obtain the on-call counselor pager number). **If the individual is located at the dental school or any other location away from the main campus, transportation must be provided through the Campus Assistance Program's contracted taxi service. The Campus Assistance Program will assist in arranging transportation.**
7. Bring a copy of the *Administrative Referral Form* and *LSUHSC Employee, Faculty, Resident, and Student Instructions – Drug Testing & Fitness for Duty Referral* forms with you when you go to the Drug Testing Office.
8. Drug Testing collection sites are located off campus. **Transportation to the collection site can be arranged prior to or after reporting to the Campus Assistance / Drug Testing Program, depending on the circumstances. The Campus Assistance Program will assist in arranging transportation through the contracted 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 96-120 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 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 university management on-call or his/her 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 University management: \_\_\_\_\_. 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.**