

LSUHSC EMPLOYEE, FACULTY, RESIDENT, AND STUDENT INSTRUCTIONS DRUG TESTING & FITNESS FOR DUTY REFERRAL

This information and following steps are being provided to you 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 your safety, as well as the safety of others. If you fail to follow the steps stated on this page, you could be terminated or suspended. Please follow these steps closely. If you have any questions you may call the appropriate university management:_____.

You are immediately suspended pending your alcohol breath test, urine drug test results, and Fitness for Duty Evaluation. You will remain on suspension until one of the following occurs: 1). you are returned to work/school or terminated by Administration or 2). the Campus Assistance Program (CAP) counselor notifies you they have made recommendations for further evaluation and/or treatment. At this time, the LSUHSC sick leave or annual leave policy can be implemented as appropriate.

1. While on suspension you must be available to your supervisor should there be a need for you to return to work/school.
2. If the breath alcohol and urine drug test results are negative and you are found fit to return to work/school by the CAP, you may be returned **immediately** to duty. If the alcohol and/or drug test results are positive, corrective action up to and including termination/suspension may be initiated.
3. 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, the initial screening and clearance to return to work/school by CAP can be done within 24 to 48 hours. However, in more complicated cases the process may take longer and can require more than what the CAP counselor can provide alone.
4. If the Medical Review Officer (MRO) calls you about your drug test results, you should call them back immediately at the number provided by the MRO. The results will be sent without the MRO talking with you if you fail to contact, do not return the phone calls of, or you do not make yourself easily available to talk to the MRO.
5. If your breath alcohol test is positive or you appear to be impaired, your supervisor will attempt to notify a family member or friend to drive you home. A good faith effort to obtain transportation for you will be attempted.
6. You have been formally referred to CAP for a Fitness For Duty Evaluation, in addition to drug testing, in order to ensure you are fit to perform your work/school duties safely. This means you must meet with CAP to determine your fitness for work/school. You must contact CAP within one (1) working day of your suspension, if you have not already met with CAP, to make an appointment for an evaluation. You may schedule an appointment by calling (504) 568-8888 during normal CAP business hours Monday through Friday (8:30 am – 5 pm). Failure to appear for any scheduled appointments at CAP or failure to comply with their recommendations will result in suspension without pay, termination from your job, or suspension from school.
7. You must call your designated Supervisor _____ at the specified time of _____ each day of your suspension and be available should there be a need for your immediate return to work/school
8. You may not return to work/school until your supervisor or the appropriate university management informs you that you may return.

Individual Signature

Date

Witness

Date

**COPY MUST BE GIVEN TO INDIVIDUAL AND SIGNED COPY MUST BE SENT
TO CAP AND/OR APPROPRIATE LSUHSC UNIVERSITY MANAGEMENT**