

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.520 PRE-HIRE DRUG SCREENING	

1. Policy Statement.
The University of North Texas Health Science Center requires drug screening for all applicants for any Security Sensitive Position. Applicants selected for hire in positions designated as Security Sensitive are required to sign a *Consent to Drug Screening Form* and submit to a drug screening as a condition of employment. Any applicant subject to this policy who fails or refuses the pre-employment drug screening will not be hired for the designated position.

2. Application of Policy.
Applicants selected for hire in a Security Sensitive Position.

3. Definitions. When used in this policy, the following terms shall have the following meanings unless the context clearly indicates otherwise.
 1. **Applicant.** Any person who applies for employment with the Health Science Center in: a position designated as security sensitive; or a position designated by contract or statute as requiring pre-employment drug screening. Volunteers and students selected for positions requiring student status are not considered applicants for purposes of this policy.

 2. **Chain of custody.** Procedures to account for the integrity of each urine or blood specimen by tracing its handling and storage from the point of specimen collection to final disposition. Chain of custody forms shall include, at minimum, an entry documenting the date and purpose each time a specimen is handled or transferred and identifying every individual in the chain of custody.

 3. **Collection site.** A location designated by the Health Science Center where an applicant provides a specimen to be analyzed for the presence of drugs.

 4. **Confirmatory test.** A second analytical procedure conducted after a positive initial test result to identify the presence of a specific drug or metabolite. The confirmatory test is independent of the initial test and uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

 5. **Drug Screen.** A scientifically recognized chemical test administered in accordance with College of American Pathologists (CAP) guidelines which analyzes an individual's urine or blood for evidence of drugs identified within this policy.

 6. **Illicit drug.** The following are illicit drugs for the purposes of this policy:

- a. Any drug, inhalant, or chemical substance, the use, sale, or possession of which is illegal under any state or federal law.
 - b. Any drug, inhalant, or chemical substance which is legally obtainable but has not been legally obtained.
 - c. Any prescription drug that has been legally obtained but is not being used for prescribed purposes.
7. **Medical Review Officer (MRO).** A licensed physician, designated by the screening laboratory to evaluate the laboratory's results of the drug screening, who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's positive test result together with other relevant biomedical information.
8. **Positive Test Result.** A result indicating that the urine or blood specimen provided by the applicant contains more than a predetermined level of any drug listed in section 4.1.c.

4. Procedures and Responsibilities.

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. Screening Procedures:	
<ul style="list-style-type: none"> a. The applicant shall complete a <i>Consent to Drug Screening</i> notification and release form. All drug tests will be conducted, at Health Science Center expense, within thirty six (36) hours of the employment offer. The time requirements for screening international applicants will be determined on a case by case basis. 	HRS Employment
<ul style="list-style-type: none"> b. The applicant may request that a blood sample be collected in addition to a urine sample for a directed analysis. 	Applicant
<ul style="list-style-type: none"> c. Procedures for collecting urine specimens shall comply with those outlined by current federal requirements, but shall allow individual privacy without violation of a strict chain of custody. Each specimen shall be analyzed in accordance with the Forensic Urine Testing program of the CAP for testing of: <ul style="list-style-type: none"> i. Cannabinoids (THC), ii. Cocaine, 	Designated laboratory

- iii. Opiates,
- iv. Phencyclidine (PCP),
- v. Amphetamines,
- vi. Barbiturates,
- vii. Benzodiazepines,
- viii. Methaqualone,
- ix. Methadone, and
- x. Propoxyphene.

c. Testing for the presence of these drugs or their metabolites will be conducted by the analysis of urine and, if requested by the applicant, blood. Additional drugs may be added to this list at any time without prior notice by the Health Science Center.

Designated
laboratory

d. A chain of custody for each specimen to be tested shall be established and maintained from the time of specimen collection through the testing of the specimen and any retesting.

Designated
laboratory

2. **Reporting and Review of Drug Screening Results.** The designated laboratory will report all test results in an expeditious manner. Any test results with less than a predetermined level of any drug will be negative and no further testing will be performed, per the guidelines of the US Department of Health and Human Services.

Designated
laboratory

a. Any test which indicates the presence of illicit drugs shall be verified by a confirmatory test using gas chromatography/mass spectrometry or gas chromatography. If confirmed, the screen shall be reported as positive for a specific drug or drug metabolite. Any positive test result will be reviewed by a Medical Review Officer before it is reported to the Health Science Center.

b. Prior to making a final decision to confirm a positive test result, the Medical Review Officer will give the applicant an opportunity to discuss the test result with the Medical Review Officer. If the Medical Review Officer determines that there is a legitimate medical explanation for the positive test

result, the test result shall be reported as negative and no further action will be taken under this policy. If the Medical Review Officer confirms the presence of an illicit drug, the test result shall be reported as positive.

- c. All final test results must be reported to the Vice President of Human Resources or his/her designee by secure means. Human Resource Services will notify the applicant of any positive test result and communicate the positive test result to the Department Manager.
 - d. An applicant with a positive test result may be provided with a copy of the test results upon request.
3. All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received by the University of North Texas Health Science Center in connection with the pre-employment drug screening program are confidential communications. Unless authorized by state or federal laws, rules, or regulations, the University of North Texas Health Science Center will not release such information without a written consent form signed voluntarily by the person screened. Information on drug screening results will not be released in any criminal proceeding unless such information or records are compelled by a court or a professional or occupational licensing board in a related disciplinary proceeding. HRS
4. New hire processing may not be initiated until the drug screening has been completed. A positive test result negates the conditional offer of employment. HRS
5. Within five (5) working days after receiving notice of a positive confirmed test, the applicant may submit information to Human Resource Services contesting the test results. The applicant will be permitted to have a split portion of the original specimen retested Applicant

at the applicant's expense. The applicant will be notified in writing of the outcome of the retest. All documentation regarding the retest will remain confidential and be retained in accordance with record retention requirements.

6. Prospective employees who fail the pre-employment drug screening will not be considered for employment with the University of North Texas Health Science Center for one year after the date of the positive test result or until any appeal is resolved in the applicant's favor. At that time, the applicant may reapply and, if offered a position, will be required to submit to another pre-employment drug screening. The re-application process will be consistent with the Americans with Disabilities Act guidelines. HRS

5. References and Cross-references.
University of North Texas Health Science Center Drug Free Workplace Policy
Federal Drug-Free Workplace Act of 1988.
6. Forms and Tools. (optional)

Approved:
Effective: 4/1/2008
Revised: 9/1/2009