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| **Document Number** | **HWPL1** | | |
| **Document Title** | **Clinic Drug and Alcohol Screening** | | |
| **Department Ownership** | **Health and Wellness** | | |
| **Document Type** | **Policy** | | |
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| **Last Edited By** | Nick Filevski | **Lasted Edited On** | 02/12/2014 |

**Department Policy**

The aim of this policy is to outline REDiMED’s policy and procedures on the processes of completing an alcohol and/or drug test via breathalyser and/or urine collection.

This policy applies to all the drug and alcohol tests that are performed by Redimed personnel.

For the purpose of this procedure, the definition of a Drug and Alcohol Screen (DAS) is the collection of either breath, through a breathalyser test and/or urine to detect substances that an individual has taken that will have an adverse effect on their health, safety and work performance.

**Collector** is an accredited person that has completed and passed the approved course to collect pathology specimens other than blood in accordance to AS/NZS 4308:2008, procedures for specimen collection and detection and quantitation of drugs of abuse in urine and/or oral fluid.

1. **Testing Regimes**

Alcohol and drug testing can be conducted as

* Pre-employment test
* Random test
* Post incident/ for cause test
  1. Pre-Employment

Our clientele can request an alcohol and/or drug test from a current/future employee as part of the pre-employment medical and functional assessment.

* 1. Random Test

Our clientele can request an alcohol and/or drug test from an individual as part of a random testing schedule at the start of or during a shift. Random tests may also be performed while the individual is on days off.

* 1. Post incident/ for cause test

Any individual may be requested to undergo testing for drugs or alcohol if

* The individual was involved in, or contributed to, any incident or near miss
* Where the clientele believes that the individual is demonstrating unusual, dangerous, aggressive or erratic behaviour.
* Where the manager finds evidence of unauthorised alcohol or drug use
* Where the manager suspects that the individual is under the influence of alcohol or drugs

1. **Alcohol Testing Equipment and Positive Limits**
   1. Equipment for breath testing

All equipment used for alcohol breath testing shall comply with AS 3547 Alcohol Breath Testing devices for personal use. All units will be maintained and calibrated in accordance with this standard.

* 1. Testing limits for positive alcohol screening

An individual will be considered to test positive for alcohol if the concentration by a breath test (BRAC) device indicates an equivalent blood alcohol concentration (BAC) greater than 0.00% BAC.

* 1. Positive alcohol test results

If an individual returns a positive alcohol test the company shall be notified and asked how to proceed next. Any further testing shall be in accordance with the company’s policies and procedures on alcohol testing.

Any positive results shall be recorded in the individual’s records with a comment on the actions taken in response to the findings.

1. **Drug Testing Equipment and Positive Limits**
   1. Equipment for Drug Testing

Testing for the presence of drugs will be undertaken using a urine sample and testing techniques.

All drug testing specimen collection and testing procedures shall be in accordance with the Australian Standard (AS/NSZ 4308:2008).

Requirements for urine testing are that the collector is “a person who has successfully completed a course of instructions in compliance with this standard for specimen collection, storage, handling and dispatch and received a statement of attainment in accordance with Australian Quality Training Framework.”

* 1. Testing Limits for Positive Drug Screens

An individual will be considered to test positive for drugs if the concentration measured in the sample is equal to or greater than the test target concentrations as specified by the relevant Australian Standard.

The substances tested and the associated cut of levels for urine testing is as followed in accordance to AS/NSZ 4308:2008:

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| --- | --- |
| **Substance** | Concentration in Urine Sample  **(microgram per litre)** |
| Opiates (MOP) | **300** |
| Amphetamine (AMP) | **300** |
| Cannabis metabolites (THC) | **50** |
| Cocaine metabolites (COC) | **300** |
| Benzodiazepines (BZO) | **200** |
| Methamphetamine (MET) | **300** |

* 1. Positive drug test results

If an individual returns a positive drug test the company shall be notified. Any further testing shall be with in accordance of the company’s policies and procedures on drug testing.

Any positive results shall be recorded in the individual’s records with a comment on the actions taken in response to the findings.

1. **Sample Collection Procedures**
   1. Breath alcohol sample

Personnel authorised to conduct breath testing shall be trained and competent in the operation of the breathalyser used.

* 1. Urine Drug sample

Each collection site shall have all the necessary personnel, materials, equipment, facilities and supervision for the collection, security, testing, storage and dispatch of specimens to a drug testing laboratory.

Precautions need to be taken to ensure that the specimen cannot be adulterated during the collection procedure and that information on the sample and in the record book can identify the individual from whom the specimen was collected.

All collectors shall be trained and competent in the collection and testing procedures. They shall demonstrate compliance with the relevant Australian Standard.

All urine samples should be collected following the Level 2 supervision protocol as per Western Diagnostics which states:  
*Level 2: “Collector remains in the room with the subject but discretely watches from the side or via convex mirror or outside the toilet via CCTV.”*

* 1. Inability to provide a sample

If an individual’s sample is not supplied when requested the client must remain in the waiting room until they are able to try again. The client cannot leave the clinic without the company’s permission.

7.4 Refusal to test or falsification of alcohol or drug test results

Refusal by an individual without legitimate cause to test or cooperate with the administration of an alcohol or drug test shall be promptly discussed with the current/future employees company. Further procedures shall be in accordance with the company’s policies and procedures.

Falsification of any alcohol or drug test shall be discussed immediately with the current/future employees company and shall be dealt with in accordance with their policies and procedures.

1. **Specimen Collection**
   1. Sample Collector

REDiMED will provide our clientele with the personnel needed to complete the drug testing. Collectors will be an accredited person that has completed the approved course to collect pathology specimens other than blood in accordance to AS/NSZ 4308:2008, procedures for specimen collection and detection and quantitation of drugs of abuse in urine and/or oral fluid.

* 1. Identification

The individual’s identification should be confirmed when he/she arrives at the collection site. This must be by means of valid photo identification such as a Driver’s Licence, Passport or Proof of Age card. If this identification is not available the Witness, who must be the current/future employees’ supervisor, can verify the individual’s identification.

“When a donor arrives at the collecting site, the collector shall request identification. If the individual’s identity cannot be established unequivocally, then the collector shall not proceed with the collection.” As per AS/NZS 4308:2008 section 2.3.3 Procedures for specimen collection and the detection and quantification of drugs of abuse in urine.

* 1. Declaration

The Alcohol and Drug testing form will be provided by the accredited testing organisation, REDiMED, and shall be correctly completed by the individual and the collector.

The individual shall make a declaration concerning any prescription and non-prescription medication he/she has taken in the last 2 weeks and also any dental treatment and/or surgery that involved any injections, medications and anaesthetics. The individual shall sign below the declaration of medication which will consent to providing the sample and will authorise the release of results to the authorised persons.

* 1. Preparation

The individual shall be requested to thoroughly wash their hands with soap and water and to dry them as the collector observes this prior to the individual providing his/her specimen, to ensure that no adulterants on the hand can be transferred to the specimen.

Ask individual to empty all pockets and pat themselves down to avoid any adulterants being hidden in pockets or on the individuals’ body.

Collector will insure safety of contamination by wearing gloves and personal protection.

* 1. Urine sample collection procedures for Laboratory testing
* Precautions will be taken to ensure that unadulterated specimen samples are obtained. This will include toilet water colouring agents and ensuring that there is no other accessible source of water in the enclosure where the urine is voided. This also includes placing seals over the toilet lids and any other water faucets.
* The individual will provide the specimen in an area that allows for individual privacy. REDiMED has an open door policy for their drug testing procedures i.e. an observed urine specimen collection with a person present as according to Western Diagnostics Level 2 standards of supervision
* The individual will be asked to fill the provided specimen cup to at least ¾ full, enter into the cubical and leave the door open.
* The colour and temperature of the specimen will be checked. Within 4 minutes of voiding, the temperature shall be between 33°C and 38°C. Creatinine levels will be checked with a strip, levels should be equal or greater to 20mg/dl.
* The specimen sample will be split into three monovettes and sealed before being placed into the designated fridge with the client details on a sticker in the notebook, with a security seal number on the courier form.
* If the validity of the sample is suspect, another urine sample will be collected and both forwarded to the laboratory for testing.
  1. Urine sample collection procedures for Instant drug testing
* Precautions will be taken to ensure that unadulterated specimen samples are obtained. This will include toilet water colouring agents and ensuring that there is no other accessible source of water in the enclosure where the urine is voided. This also includes placing seals over the toilet lids and any other water faucets.
* The individual will provide the specimen in an area that allows for individual privacy. REDiMED has an open door policy for their drug testing procedures i.e. an observed urine specimen collection with a person present as according to Western Diagnostics Level 2 standards of supervision
* The individual will be asked to fill the provided specimen cup to the top, enter into the cubical and leave the door open.
* The colour and temperature of the specimen will be checked. Within 4 minutes of voiding, the temperature shall be between 33°C and 38°C. Creatinine levels will be checked with a strip, levels should be equal or greater to 20mg/dl.
* If the temperature and creatinine levels are within the normal levels the urine will be transferred to an instant drug cup.
* Once the time has lapsed the cup results will be observed discretely in front of the individual.
* **Negative result:** Urine and cup will be disposed of correctly and the according paper work filled out and put into the individuals file.
* **Non- negative result:** The specimen sample will be split into three containers; appropriate paperwork filled out, sealed according to chain of custody procedures and sent to the laboratory for confirmation unless otherwise specified by the requesting client.

The results of the instant drug test will be kept confidential from the individual and the individual will only be informed that the cup has detected a substance and it is required to be sent to the lab for confirmation.

The company must be called and informed of the non-negative sample.

* **Quality Control:** Every 25th instant drug test cup will be sent to the laboratory for quality control purposes.
  1. Chain of custody Procedures
* The collector and individual will sign the tamperproof security seals with the collector recording the date on the seal.
* Specimen monovettes will have the full name and date of birth on them.
* Both specimen containers will be kept continually in view of the individual until the collector seals it by placing the signed security seals on the cap and over the edges of the container.
* The individual shall sign a second declaration saying that the sample given is from the individual and that the individual has witnessed the sample being seal off by the collector.
* A copy of the form shall be placed in the individuals file.
* The specimen will be placed in a biohazard bag with the original paperwork folded inward for confidentiality reasons and sealed with a security seal.
* The specimen will be placed in a secure fridge with a record of the individuals name, date and the collectors’ signature in the record book.
* The courier will sign all names off in the record book for each sample and transport them to the laboratory.

1. **Recurring Circumstances**

**If client cannot void**: Ask them to sit in the waiting room for at least 30 minutes, direct them to inform reception when they are ready to provide a sample

**If individual cannot void and has other obligations for the day**: Contact the company and then let the individual leave. Advise the company when the individual will return to provide a sample. If the individual fails to return, contact the company to inform them.

**Dilute Sample**

**If the individuals 1st sample is too dilute (light colour and creatinine less than 20mg/dl):** Explain to the individual that the sample is too dilute, ask them to sit in the waiting room for at least 45 minutes, to drink only minimal amount of water and then ask them to produce a 2nd sample.

On the paperwork mark sample as Abnormal and write “Dilute” in the comments section.

If 2nd sample lies within the parameters, attach them together and send BOTH to the laboratory.

**If the sample is borderline dilute or the temperature is abnormal:** If in doubt, the collector should ask for a second sample.

**If 2nd sample is too dilute:** Contact the individuals company and advise them and the individual of the situation.

If the company wishes for the individual to provide a sample that day ask them to sit in the waiting room and offer them coffee, tea or coke. At least 45 minutes must pass before another sample is attempted.

If the individual provides three dilute samples the company must be informed that the fourth sample will be charged as another drug test on top of the original. It is up to the company if they wish for the individual to remain in the clinic to attempt another sample or come back the next day.

**If 2nd sample is voided after pick up time:** Place first sample in the crisper of the fridge with note for the courier not to pick up. Add 2nd sample and then place in lock box for late pick up.

**If a sample taken after pick up time is dilute:** Explain to individual the situation and tell them that they may need to come back the next day to give a 2nd sample.

**If adulteration has taken place:** Notify the individuals company straight away. Ask if they would like a second sample or to let the individual leave. If second sample is wanted, follow policies and procedures and send both samples to the laboratory.

**If a concealed item has been found on the individual which indicates adulteration:** Ask client to wait in the medical room. Find the clinic manager and let them know what has happened. The clinic manager is to call the company to explain the situation. It is up to the company if the individual is to continue with the medical or not.

**If the individual is 18 years and over:** Ask client to take everything out of their pockets, pat themselves down and let the client enter the cubical leave the door open.

**If the individual is under 18 years old:** Client needs to be asked if they would like a parent present. The collector must be of the same sex and the door must remain open unless otherwise advised by the company. If the door is closed the test will be classified as an unsupervised test.

**If the individual discloses any use of illegal drugs:** Report the use in the comments section on the photo copied Chain of Custody form and on the medical summary form, adjacent to the medical history section.

**Time limit:** The individual has within 10 minutes of entering the cubicle to provide a sample. If the sample cannot be attained, ask the individual to take a seat in the waiting room and let them know to ask at the reception for a collector to take them through the test again at a later time.

**If the DAS test is being paid for by the employee themselves:** An *Authorisation for Release of Information* needs to be signed by the employee stating whom the results should be sent to, if that is their wish.

**Individual taking clothes off:** An individual must not take their clothes off to prove they have nothing concealed on them. If the individual has tried several times to provide a sample and still cannot the company must be advised. The company may allow the individual to provide the sample with the door closed, however the supervision level decreases to level 4 in accordance with Western Diagnostics standards as it is classified as an unsupervised test. On the chain of custody form indirect supervision must be circled.

**Identification:** The individual must have a current form of identification; this would include a current driver’s licence, passport or proof of age. If the identification is expired within the year, the individual can bring in a current photo signed by a Justice of Peace with the expired form of identification.

AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantification of drugs of abuse in urine stats that:

2.3.3

“When a donor arrives at the collecting site, the collector shall request identification. If the individual’s identity cannot be established unequivocally, then the collector shall not proceed with the collection. “

**Collectors:**

**General Guidelines**

* If individual can’t void and test needs to be repeated later, leave cups and seals in tray in EP room.
* Leave chain of custody in file and attach DAS clip to file and place in rack at front reception.
* Make sure seals are signed and not just installed, as this can be forged very easily.
* Make sure that the cups are sealed in front of the individual and that the second signature on the chain of custody is completed after the sample cups are sealed.
* If a second opinion or assistance is required, seal the cup and leave it in the designated DAS locker

**Instant Tests**

* If individual can’t void and test needs to be repeated later, leave paperwork in file with DAS clip and place in rack at front reception.
* Ensure paperwork is signed by the individual and collector and is filled out correctly.
* For a non-negative sample complete chain of custody form and follow guidelines for a normal drug lab test, ensuring to tick GCMS and ensure the company is called to be informed of the non-negative results

**Synthetic Cannabis**

* Please ensure that the chain of custody is filled in properly for synthetic cannabinoid testing i.e. GK box in right hand corner is ticked