**Standard Operating Procedure for Participants who are Intoxicated/Under the Influence  
Non-Alcohol Administration Study**

**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to describe the clinical steps lab staff and volunteers should take when responding to intoxicated participants, or participants who appear to be under the influence of a substance. Staff/volunteers who do not feel comfortable implementing the SOP should notify their clinical support contact to request that they take the lead with implementation of SOP.   
 **Clinical Support Team:**

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| Candace Johnson-Hurwitz | 314-899-3276 | Study Coordinator |
| John Curtin | 608-217-6221 | Principal Investigator |
| Susan Schneck | 608-293-2412 | Lab Manager |

**Intervention**Call 911 if participant appears to need immediate medical attention.   
  
If participant does not appear to need immediate medical attention, staff/volunteer to implement the following steps when encountering a participant who appears to be intoxicated/under the influence:

1. Briefly share with the participant your concerns about their demeanor and ask the participant if they are feeling OK. When/If appropriate ask participant if they have taken any substances or drank alcohol prior to arriving for their appointment.  
     
   **If they do not acknowledge drinking alcohol/taking drugs:** Reiterate your concerns about participant’s demeanor. Express to participant that their appointment will need to be rescheduled due to your concerns about their ability to fully participate in the session.

**If they acknowledge drinking alcohol/taking drugs:** Inform participant that the current interview will need to be rescheduled because they are under the influence of a substance and thus unable to participate in the session.

If you have concerns about participant’s health, and think they may need to seek medical attention, ask participant additional questions about alcohol/drug use. If participant’s responses indicate that they should seek medical attention, encourage participant to go to the emergency room. Help arrange transportation to the emergency room as needed.   
  
Additional Questions

* What did you drink? /What drugs did you take?
* How much did you drink/consume?
* What time did you begin drinking/taking drugs?
* When did you stop drinking/taking drugs?
* Have you taken these substances before?
* How do you feel now?

1. Present the following options to the participant:
2. Offer to assist participant with taking public transportation to their desired destination. Offer participant a bus pass and look up bus directions to participant’s destination if they are not sure how to get there.
3. Help participant arrange transportation from the clinic with a friend or relative. Have participant wait in the clinic/lab until their friend/relative arrives to pick them up. If possible, staff is to remain with participant until their friend/relative arrives to pick them up.
4. If participant seems like they would have a difficult time taking public transportation, and a friend/relative is unable to get them, offer to send participant to their desired destination via cab. The lab will pay for the cab fare.
5. If the participant refuses to select one of the above options, implement the following steps:

**Participant did not Drive to Appointment:**  
Let them go. We have no authority to hold patients in our clinic/lab. Document outcome of intervention with participant following the clinic procedures for documentation.

**Participant Drove to Appointment:**  
Inform them that campus police must be contacted if they decide to drive from the appointment. Let them know that campus police will encourage them to make a decision that keeps them and others safe. Ask participant to reconsider their choice to drive by selecting one of the options above.

If participant still insists on driving when they leave the clinic/lab contact campus police.  
Campus Police: 608-264-2677  
Tell them:

* You work on a confidential research study and one of your participants arrived under the influence of alcohol/drugs and has just left 1202 W. Johnson Street with the intention of driving.
* If you know what substance they have used, share this information as well.
* Never disclose a participant’s name to campus police as their identity is protected under this circumstance due to their study participation.

**We should never attempt to force a participant to remain in the clinic/lab. Staff should never follow a participant outside of the building once they have made it clear that they are leaving.**

1. Always attempt to speak to your clinical support contact prior to participant departure to inform them that you had to implement the SOP for participants who are intoxicated/under the influence. If additional steps need to be taken your clinical support will guide you through these steps.
2. PI, John Curtin, and Lab Manager, Susan Schneck, should always be notified of incident. PI and Lab Manager to be notified as soon as possible once intervention plan has been determined, but before participant leaves the lab. This will allow John and Susan to contribute to plan of action as needed.
3. Document outcome of intervention with participant following the clinic procedures for documentation.