

Title: DRUG AND ALCOHOL – HUMAN RESOURCES	
Joint Commission Chapter Section: 4.0 Human Resources	Date ORIGINAL policy was created: 01/01/1993
This policy belongs to: Human Resources	
Committee/Council Approval(s): N/A	Date of COMMITTEE Approval(s): N/A

This Policy contains one or more PROCEDURES outlining the methods and applicability of this Policy.

This policy applies to the following Geisinger Entities:

CLINICAL ENTITIES (includes Geisinger entities providing health care services, i.e., hospitals, group practices, clinics)	
<input checked="" type="checkbox"/> Community Medical Center (CMC or GCMC)	<input checked="" type="checkbox"/> Geisinger Jersey Shore Hospital (GJSH)
<input checked="" type="checkbox"/> Endoscopy Center of Geisinger Lewistown Hospital; an entity of GLH	<input checked="" type="checkbox"/> Geisinger Lewistown Hospital (GLH)
<input checked="" type="checkbox"/> Family Health Associates of GLH (FHA)	<input checked="" type="checkbox"/> Geisinger Medical Center (GMC)
<input checked="" type="checkbox"/> Geisinger Bloomsburg Hospital (GBH)	<input checked="" type="checkbox"/> Geisinger Medical Center Muncy (GMCM)
<input checked="" type="checkbox"/> Geisinger Clinic (GC)	<input checked="" type="checkbox"/> Geisinger Pharmacy, LLC
<input checked="" type="checkbox"/> Geisinger Community Health Services (GCHS)	<input checked="" type="checkbox"/> Geisinger Wyoming Valley Medical Center (GWV)
<input type="checkbox"/> Geisinger Encompass Health, LLC	<input checked="" type="checkbox"/> GMC Outpatient Surgery - Woodbine; an entity of GMC
<input checked="" type="checkbox"/> Geisinger Endoscopy-Montoursville; an entity of G-HM	<input checked="" type="checkbox"/> GWV Outpatient Surgery – CenterPoint; an entity of Geisinger Wyoming Valley Medical Center
<input checked="" type="checkbox"/> Geisinger Gray's Woods Outpatient Surgery and Endoscopy Center; an entity of GC	<input type="checkbox"/> Lewistown Ambulatory Care Corporation (LACC)
<input type="checkbox"/> Geisinger-HM Joint Venture (G-HM) ¹	<input checked="" type="checkbox"/> Marworth
<input checked="" type="checkbox"/> Geisinger Healthplex State College Outpatient Surgery and Endoscopy Center, a department of Geisinger Lewistown Hospital	<input type="checkbox"/> West Shore Advanced Life Support Services, Inc. (WSALS or Geisinger EMS)

NON-CLINICAL ENTITIES (includes Geisinger business/corporate entities not providing health care services)	
<input checked="" type="checkbox"/> Geisinger Commonwealth School of Medicine (GCSOM)	<input checked="" type="checkbox"/> Geisinger System Services (GSS)
<input checked="" type="checkbox"/> Geisinger Health (GH or GHF)	<input type="checkbox"/> GNJ Physicians Group (GNJ)
<input checked="" type="checkbox"/> Geisinger Health Plan (GHP)	<input checked="" type="checkbox"/> ISS Solutions, Inc. (ISS)
<input type="checkbox"/> Geisinger Quality Options, Inc. (GQO)	<input type="checkbox"/> Keystone Health Information Exchange, Inc. (KeyHIE)

PURPOSE

The purpose of this Drug and Alcohol Policy is to outline Geisinger standards and procedures for dealing with Alcohol and Drug use or abuse by employees, Applicants Conditionally Offered Employment and Contingent Workers.

PERSONS AFFECTED

All employees, all regions, Contingent Workers, Applicants Conditionally Offered Employment with Geisinger.

¹ Geisinger-HM Joint Venture is an LLC representing a joint venture between Geisinger Medical Center and Highmark Health.

POLICY

Alcohol and Drug use or abuse may adversely affect the quality of the services provided, pose safety and health risks to Geisinger Employees, patients, and others, have a negative impact on work efficiency and result in injury or loss of life, equipment and/or property.

To serve our patients, provide a safe, healthy, and efficient work environment, Geisinger requires its employees and contingent workers to report for work fit to perform their jobs. Therefore, all prospective external employees, clinical or non-clinical, clinical contracted staff, residents, volunteers, Physician locums, and contingent workers applying to Geisinger must successfully complete a pre-employment drug and nicotine screening test, per applicable Pennsylvania State law.

Geisinger recognizes that it may contract independently with organizations or persons that may impact patient care. To serve our patients, and provide a safe, healthy, and efficient work environment, Geisinger requires its contingent workers and their agents/employees to be free from the influence or impairment of drugs and/or alcohol, per applicable Pennsylvania State law.

To this end, Geisinger has established the following policies and procedures dealing with Alcohol and Drug use or abuse by employees, Applicants Conditionally Offered employment and contingent workers.

DEFINITIONS

1. **"Alcohol"** means beer, wine and all forms of distilled liquor containing ethyl alcohol. References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing ethyl alcohol.
2. **"Applicant Conditionally Offered Employment"** means someone who has applied for a position with a Geisinger entity and who has received a conditional offer of employment contingent upon, among other things, successfully completing a pre-employment negative drug test.
3. **"Designated Laboratory"** means an available laboratory operated by one of the separate legal entities of the Geisinger Health System Foundation, i.e., Geisinger Medical Center, Geisinger Wyoming Valley Medical Center, or if such utilization is not practicable, a laboratory that is certified and/or accredited to perform such testing.
4. **"Drug"** means any substance (other than Alcohol) that has known mind or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances prohibited or controlled by Commonwealth or federal controlled substance laws. Testing for a Drug may involve testing for a metabolite of a Drug.
5. **"Drug Paraphernalia"** means all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing a Drug into the human body, including, but not limited to all equipment prohibited or controlled by Commonwealth or federal controlled substance laws.
6. **"Geisinger "** refers to the system of health care comprised of the separate legal corporate parent, Geisinger Health System Foundation, and all its separate legal corporate entities.

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7. **"Geisinger Authorized Party"** means the individual(s) in each Geisinger region authorized to order Drug and Alcohol testing regarding employees who appear to be under the influence of Drugs and/or Alcohol.
8. **"Geisinger Employee"** means any individual who uses Geisinger facilities or resources to perform work, including but not limited to salary and wage earners, fellows, residents, staff physicians, consultants, and compensated researchers.
9. **"Geisinger Premises"** means all Geisinger owned or leased real estate, including but not limited to the Geisinger Medical Center, Geisinger Clinic sites, Geisinger Wyoming Valley Medical Center, Geisinger Bloomsburg Hospital, Geisinger Lewistown Hospital, Geisinger Jersey Shore Hospital, Geisinger Community Medical Center, Marworth, International Shared Services, Inc. corporate and business offices, and all Geisinger owned or leased vehicles.
10. **"Policy"** means this Drug and Alcohol Policy.
11. **"Possess"** means to have on one's person or in one's personal effects or under one's control.
12. **"Contingent Worker (Non-Geisinger Employee)"** including but not limited to student and contractor.
13. **"Successful completion"** of a drug-screening test means the test results of the Applicant Conditionally Offered Employment are negative (i.e., no presence of drugs without a confirmed prescription) and the test was taken within four (4) calendar days after the receipt of the conditional offer of employment.
14. **"Under the influence" or "impaired"** means that an employee or contingent worker is affected by a Drug or Alcohol or the combination of a Drug and Alcohol. The symptoms of influence and/or impairment are not confined to those consistent with misbehavior, nor to obvious impairment or physical or mental ability such as slurred speech or difficulty in maintaining balance. A determination of use, influence and/or impairment can be established by a professional opinion, urine, blood or any other commonly used scientific valid tests, and in some cases by a lay person's opinion. A Geisinger EMPLOYEE WILL BE PRESUMED TO BE IMPAIRED AND IN VIOLATION OF THIS POLICY WHENEVER THE PRESENCE OF DRUGS OR ALCOHOL IN ANY AMOUNT WHATSOEVER IS DETECTED IN A SUBSTANCE ABUSE TEST ADMINISTERED UNDER THE TERMS OF THIS POLICY.

RESPONSIBILITIES

SUMMARY OF FOR CAUSE DRUG AND ALCOHOL TESTING PROCEDURE FOR EMPLOYEES OR CONTINGENT WORKERS AND RESPONSIBILITY OF GEISINGER PERSONNEL:

RESPONSIBILITY	ACTION
Geisinger Employee	
	Observes Geisinger Drug and Alcohol Policy. Performs assigned Geisinger work free from the influence and/or impairment of Drugs and/or Alcohol. Reports to supervisor or his/her designee observations of any Geisinger Employee/Contingent Worker who reports to work or appears to be working while under the influence and/or impaired by Drugs and/or Alcohol. If the employee refuses to comply with Alcohol and/or Drug urine/blood test, employment will be immediately terminated.
Contingent Worker	

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	<p>Observes the prohibitions against use of Drugs and/or Alcohol while engaged in work for Geisinger, in accordance with Geisinger Drug and Alcohol Policy. If reasonable suspicion exists that the Contingent Worker is working in violation of the Geisinger Drug and Alcohol Policy, they will be removed from the Geisinger workplace and sent back to their employer or education institution and required to comply with applicable drug and alcohol testing and enforcement policies in existence with their employer or institution.</p>
Supervisor	
	<p>Monitors Geisinger Employee performance. Upon receipt of a credible report that a Geisinger Employee has reported to work or appears to be working under the influence and/or impairment of Drugs and/or Alcohol, will observe and solicit second opinion from a Witness, while always ensuring and stressing confidentiality. For purposes of this section, "Witness" means a Geisinger supervisor, or if not available, such other individual as the Geisinger Authorized Party deems appropriate. Monitors Contingent Worker in the same manner. If witness confirms that the individual in question appears to have reported to work or is working under the influence and/or impairment of Drugs and/or Alcohol, Supervisor solicits input from a Geisinger Authorized Party or their designee. If the Authorized Party approves the testing, Supervisor advises employee: (i) to submit to an Alcohol and/or Drug urine/blood test; (ii) failure to so submit will result in termination of employment; and (iii) their shift is over, and the shift balance will be unpaid pending the outcome of the investigation (exceptions to suspension pending investigation outcome require HR approval). Partners with HR to take appropriate employment action up to and including termination. Partners with HR and legal to ensure proper notification is made to required state agencies and regulatory agencies for licensed professionals, as appropriate.</p>
Witness	
	<p>Observes Geisinger Employee in question and based upon facts and circumstances determines whether they have a reasonable suspicion that the employee has reported to work or is working under the influence and/or impairment of Drugs and/or Alcohol. Communicates determination to supervisor. At all times ensures confidentiality regarding such Drug and Alcohol incidents. Document incident. Observes Contingent Worker in question in the same manner.</p>
Geisinger Authorized Party	
	<p>Through direct observations of Geisinger Employee and/or discussion with Supervisor of Geisinger Employee based upon facts and circumstances determines whether they have a credible concern that the Geisinger Employee has reported to work or is working under the influence and/or impairment of Drugs and/or</p>

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	Alcohol. Makes similar assessment regarding a Contingent Worker in question. Communicates and guides appropriate course of action to Supervisor. Assists Supervisor per step 7 below, as appropriate. At all times ensures confidentiality regarding such Drug and Alcohol incidents. Document incident.
Geisinger Management	
	As applicable, takes appropriate action with the contingent worker up to and including termination of the contract with Geisinger Contractor or agreement with educational institution supplying Student.

SUMMARY OF DRUG TESTING PROCESS FOR APPLICANTS CONDITIONALLY OFFERED EMPLOYMENT AND RESPONSIBILITY OF GEISINGER PERSONNEL:

RESPONSIBILITY	ACTION
Management/Human Resources	Makes any offer of conditional employment contingent upon satisfactory completion of a negative drug screening test as set forth herein.
External Applicant Conditionally Offered Employment	Complies with drug and nicotine screening process within four (4) days of receipt of conditional offer of employment.
Human Resources	If test is negative, informs applicant and confirms details of employment. If test is positive, withdraws conditional offer of employment on behalf of Geisinger and informs applicant of re-application policy. Applicant will be eligible to reapply and be considered for employment opportunities 6 months after the date of drug and alcohol screening test failure. Applicant will be eligible to reapply and be considered for employment opportunities 30 days after the date of nicotine or marijuana screening test failure (the date the results are final). For failed nicotine and marijuana screenings, hiring department leadership can choose to extend a start date (in lieu of withdrawing offer) and candidate can be retested at 30 days or more. If applicants fail the nicotine or marijuana screening a second time during the same offer period, HR will withdraw conditional offer of employment on behalf of Geisinger and inform applicants of re-application policy.

PROCEDURE

COVERAGE, CONSENT AND CONSEQUENCES:

1. All Geisinger Employees who performs clinical services for or on behalf of Geisinger or is otherwise on Geisinger Premises shall be covered by this Policy and shall be deemed to have consented to testing as required by this Policy.
2. Any Geisinger Employee who refuses to cooperate with the steps and requirement outlined in this Policy shall be subject to discipline, up to and including termination of employment.

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3. Any Geisinger Employee who violates this Policy's prohibition concerning Drug and/or Alcohol possession and/or use, in any manner whatsoever, shall be subject to disciplinary action, including termination for a first offense or any subsequent offense.
4. All Contingent Workers are subject to the policies of their respective employer or educational institution and will be removed from the Geisinger workplace until they are cleared to return to work or, is not cleared, their contracts/agreements shall be terminated.
5. Geisinger reserves the right to make independent decisions regarding a Contingent Worker's treatment of Geisinger patients.
6. Offers of employment shall be withdrawn for an External Applicant Conditionally Offered Employment who does not successfully complete a drug and nicotine screening test (no presence of Drugs without valid prescription). Applicants can reapply and be considered for employment opportunities 30 days after the date of failed marijuana or nicotine screening and/or 6 months after the failed test date for any other drug and alcohol pre-employment screenings.
7. Employees should contact their supervisor(s) or Geisinger's Human Resources department with any questions regarding this policy.

ALCOHOL AND DRUG POSSESSION AND USE PROHIBITED:

1. Prohibitions.

1. No Geisinger Employee may use, possess, transport, promote or sell Alcohol, or any Drug or Drug Paraphernalia while performing work for Geisinger, while on Geisinger Premises (which includes being in personal vehicles in Geisinger parking lots), while representing Geisinger on Geisinger business off-site, or while operating their own personal vehicle while on Geisinger business, unless specifically permitted under the *Alcohol and Drug Possession and use Prohibited: Exceptions (2)(A) Alcohol* Section below.
2. No Contingent Worker may use, possess, transport, promote or sell Alcohol, any Drug or Drug Paraphernalia while performing clinical work for or on behalf of Geisinger or while on Geisinger Premises (which includes being in personal vehicles in Geisinger parking lots).
3. No Geisinger Employee may report for work, or remain on duty while:
 1. under the influence of or impaired by Alcohol; and/or
 2. under the influence of or impaired by any Drug.
4. No Contingent Worker may provide clinical services to or on behalf of Geisinger or be on Geisinger Premises while:
 1. under the influence of or impaired by Alcohol; and/or
 2. under the influence of or impaired by any Drug.
5. No External Applicant Conditionally Offered Employment, who fails to successfully complete the drug and nicotine screening test will be employed.

2. Exceptions

- A. *Alcohol.* The purchase of Alcohol with Geisinger monies and the serving of alcohol at Geisinger sponsored functions within or outside the Geisinger Premises after normal business hours or the consumption of alcohol at a Geisinger sponsored activity or social event held within or outside Geisinger Premises after normal business hours is not prohibited by the Policy if:
 1. specifically and expressly permitted by Geisinger Executive Management for reasons such as recruitment or business meals, receptions or other similar business related events, and

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2. the consumption of such alcohol is not inconsistent with the safe and efficient performance of the Geisinger Employee's duties.
- B. *Prescribed and Over-the-Counter Drugs.* The use of prescribed or over-the-counter Drugs and/or Drug Paraphernalia, or possession incident to such use, is not prohibited by this Policy, if:
1. The Drug and/or Drug Paraphernalia has been legally obtained and is being used for the purpose for which it was prescribed or manufactured; *and*
 2. The Drug is being used at the dosage prescribed or authorized; *and*
 3. Use of the Drug and/or Drug Paraphernalia is not inconsistent with the safe and efficient performance of the Geisinger Employee's duties.
- C. *Transportation of Alcohol.* The transportation of Alcohol in an unopened untampered manufacturer's container is not prohibited by this Policy if:
1. The Alcohol container is placed in the individual Geisinger Employee's or Geisinger Contingent Worker's personal vehicle upon receipt, or if not upon receipt, as soon as possible; and
 2. The Alcohol container is kept wrapped while on Geisinger Premises.

"FOR CAUSE" DRUG AND/OR ALCOHOL TESTING:

1. To assure compliance with Geisinger's prohibitions concerning Alcohol and Drug use and as a condition of employment, Geisinger Employees are required to cooperate in For Cause Drug and/or alcohol substance abuse testing procedures. Such tests may be administered upon credible concern of under the influence or impairment behaviors, (this may include situations on a case-by-case basis where HR is made aware of alleged drug/alcohol use and deems it as reasonable cause to test the employee) or after serious on the job accidents which result in (i) injury to a patient, Geisinger Employee, or other person, or (ii) property damage more than Five Hundred Dollars (\$500). Blanket testing of groups of Geisinger Employees may be administered upon credible concern of a drug diversion attempt where circumstances suggest that the Geisinger Employees to be tested had access to mishandled or missing controlled substances.
2. Tests shall be accomplished through use of a breathalyzer, analysis of urine and/or blood samples, or other clinically acceptable methods as determined by Geisinger. A negative result on a breathalyzer does not require further testing. A positive result on a breathalyzer or salivary test must be confirmed by a blood alcohol test.
3. Prior to the testing or the collection of the urine and blood samples, the Geisinger employee shall be notified in writing that they are being tested for the presence of Drugs and/or Alcohol. Where samples of blood or urine are used, Geisinger requires the samples to be identified by number to insure confidentiality.
4. If the test performed by the Designated Laboratory of the samples is positive for any Drug, Drug metabolite(s) or Alcohol, the samples shall be tested a second time by other reliable methods.
5. Geisinger, or the Medical Review Officer (MRO) will notify the Geisinger Employee of the results of any test that is positive for any substance included in the procedure. In the case of a positive result, Geisinger will provide the Geisinger Employee with an opportunity to explain the presence of the identified substance prior to taking any

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disciplinary action. Test results will not be maintained in the Geisinger Employee's personnel records, but rather in a separate file as designated by the individual Geisinger entity.

DRUG TESTING FOR EXTERNAL APPLICANTS CONDITIONALLY OFFERED EMPLOYMENT

In offering a position to a successful applicant, Human Resources will make the offer contingent upon successful completion of a drug and nicotine screening test. If an Applicant Conditionally Offered Employment does not successfully complete the drug and nicotine screening test within four calendar days, the employment offer will be withdrawn. The individual may re-apply and be considered for a subsequent position. If conditionally offered the subsequent position, a drug and nicotine screening test must be successfully completed. If an applicant fails their drug-screening test, they will be eligible to reapply and be considered for employment opportunities 6 months after the date of drug and alcohol screening test failure. Applicants will be eligible to reapply and be considered for employment opportunities 30 days after the date of nicotine or marijuana screening test failure (the date the results are final).

EMPLOYEE-AT-WILL:

Nothing in this policy is to be construed to create any status other than at-will employment for Geisinger Employees. Likewise, nothing in this Policy creates any claim of employment with Geisinger for Contingent Workers.

COMMERCIAL DRIVERS LICENSE (CDL) DRIVERS:

CDL Drivers shall comply with the following regulations, in addition to the standard Geisinger Drug and Alcohol policies. Where the company policy is more restrictive than federal regulations, company policy shall prevail.

- Federal regulations require you to submit to drug and alcohol testing.
- "Safety-sensitive" means any of those functions set forth in -395.2 On-Duty time, para 1-7, including but not limited to: pre-trip inspections; the loading of or supervising the loading of your vehicle; driving; or, ready to perform or immediately available to perform safety-sensitive operations as defined herein.
- "Refuse to submit" to a drug or alcohol test means that a driver fails to provide adequate breath for alcohol testing or fails to provide adequate urine for drug testing, engaging in conduct that clearly obstructs the testing process. Refusal to submit shall be considered a "positive" test result.
- You may be tested under DOT authority under the following circumstances: when chosen in random sampling (50% of drivers for drug testing, 10% of drivers for alcohol testing); pre-employment; reasonable suspicion; return-to-duty; follow-up (at least 6 tests in 12 months) and post-accident testing.
- The presence of alcohol shall be tested only by DOT-approved means in a private area. Drug tests shall be performed by urine collection pursuant to DOT regulation. Donors must remove coats and similar outer clothing. Purses may not be taken into the collection area. The donor may ask for a receipt. The donor must be afforded privacy when providing the specimen except under suspicious circumstances. Water must not be used when in the collection area. After providing the specimen and delivering it to the collector, the specimen must always remain in donor's sight until the donor initialed tamper-proof evidence seals are placed on the specimen containers.
- Drivers shall not consume alcohol within 4 hours of reporting to work or performing any safety-sensitive operation. Drivers must not consume alcohol following an accident up to 8 hours after the incident or until the employee undergoes a post-accident test, whichever occurs first.
- Per Geisinger policy, drivers with a (BAC) greater than .02, or a positive test result for marijuana, cocaine, PCP, amphetamines, opiates, or methylenedioxymethamphetamines (MDMA, aka Ecstasy) and are considered in

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violation of Company policy (or part 382 of DOT regulations), shall immediately cease all safety-sensitive operations. The employee shall not resume such operations until after having complied with all the requirements of a substance abuse specialist (SAP) including providing negative drug and/or alcohol return-to-duty test results.

Life Flight Part 135 safety sensitive (DOT) employees:

Life Flight safety sensitive employees shall comply with the following regulations, in addition to the standard Geisinger Drug and Alcohol policies. Where the company policy is more restrictive than federal regulations, company policy shall prevail.

- Federal regulations require you to submit to drug and alcohol testing.
- DOT procedures policies will be followed per 14CFR part 135.120
- "Safety-sensitive" means any of those functions set forth in 135.120.
- Preemployment testing: All safety sensitive employees will undergo preemployment testing and will have a verified negative drug test before an offer for employment is extended.
- Random Testing: All safety sensitive employees will be randomly tested per 135.120 regulations through Geisinger's contracted testing vendor. Employee rosters will be submitted and updated as mutually agreed upon by the said vendor and Geisinger Life flight. The random testing percentages shall comply with FAA Regulations and be administered by the approved FAA drug and alcohol testing vendor
- "Refuse to submit" to a drug or alcohol test means that the employee fails to provide adequate breath for alcohol testing or fails to provide adequate urine for drug testing, engages in conduct that clearly obstructs the testing process. Refusal to submit shall be considered a "positive" test result. Geisinger will notify the FAA of any safety sensitive employee who refuses to submit to testing within two workdays. The street address is FAA, office of aerospace medicine, Drug abatement division (AAM-800) 800 Independence Ave. Washington D.C. of by fax: (202) 267.5200.
- The presence of alcohol shall be tested only by DOT-approved means in a private area. Drug tests shall be performed by urine collection pursuant to DOT regulation. Donors must remove coats and similar outer clothing. Purses may not be taken into the collection area. The donor may ask for a receipt. The donor must be afforded privacy when providing the specimen except under suspicious circumstances. Water must not be used when in the collection area. After providing the specimen and delivering it to the collector, the specimen must always be in donor's sight, until the donor initialed tamper-proof evidence seals are placed on the specimen containers.
- Testing based on reasonable cause: Employees exhibiting that they be impaired on observations by two supervisors and at least one trained in detecting possible drug use. Geisinger (policy 04.330) reasonable cause and FAA policies will be followed
- Post incident testing: Employees will be tested for marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines, or metabolites of these drugs if the employee's performance either contributed to the incident or cannot be completely ruled out as a contributing factor. The employee(s) will be tested as soon as possible but no longer than 32 hours after the incident.
- Access to records: All records will be maintained and in compliance with FAA regulation and be available.
- Annual Reports: Annual reports will be submitted as required by federal law.

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ATTACHMENTS

Post-Offer Drug Screen Testing – Attachment C, Certificate of Receipt (for CDL Drivers)