

APPENDIX

COLUMBUS STATE COMMUNITY COLLEGE Division of Health and Human Services Drug Screening Guideline

Columbus State Community College (CSCC) has a campus-wide, zero-tolerance policy towards the unlawful use, possession, or distribution of illegal drugs, drug paraphernalia, or controlled substances; including the abuse or misuse of prescriptions or over the counter medication and alcohol, while on campus or at any property owned, leased, or controlled by the College or during any activity sponsored or authorized by the College. Any student or employee found to violate College policy, local, state, and/or federal law, are subject to disciplinary action.

Students that are enrolled in a program that requires a clinical practicum in the Division of Health and Human Services are required to submit to a urine drug test. The clinical practicum is a necessary component of many programs in the Health and Human Services Division. This requires collaboration between the College and clinical agencies to provide opportunities for students to complete their educational requirements, by allowing students to participate in a clinical rotation at an approved clinical facility.

CSCC and clinical agencies are obligated to protect the agency's patients and/or clients from harm due to students who are under the influence of illegal drugs or alcohol while rotating in a clinical practicum. It is necessary that the College provide a safe environment for employees, students, visitors of the College, as well as the clinical agency and their patients and/or clients. This guideline, will determine eligibility for participation in a clinically based program in the Division of Health and Human Services, which will be established by a negative/normal drug screen as noted in the key definitions section.

1. Scope

All students applying to a clinically based program in the Division of Health and Human Services will be required to submit to a drug test. Note that specific Program requirements may also apply, please refer to the specific HHS Academic Program Handbook.

2. Key Definitions

Adulteration – The process of adding a substance to a specimen after it has been collected. The product added is designed to mask the presence of, or chemically destroy, the drug or drug metabolite that the specimen may contain. An adulterant product may be added with the intention of adversely affecting the testing reagents.

Creatinine – A by product that is endogenously produced and cleared from the body by the kidneys. It is a normal constituent in urine. Normal human urine creatinine concentrations are at or above 20 mg/dL.

Confirmation Test – A test that is performed after a positive result on a screening sample.

Diluted Sample – A sample with a specific gravity below the acceptable level as defined by the laboratory that performs the testing.

Drug Screen – A drug screen is the laboratory testing performed on urine, blood, hair, or saliva/oral fluid samples, to determine the presence or absence of specified drugs or their metabolized traces. Drug screenings must be performed at a CSCC approved site.

Health and Human Services (HHS) Programs– Courses, certificates, and degree programs where the student must participate in a clinically based program in the Health and Human Division, as a member of the health/human services care team in an outside agency as part of the educational requirement.

Invalid Result – Refers to the result reported by a laboratory for a urine specimen that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

Negative/Normal – Results of a drug screen that do not include adulteration of the sample, the presence of illegal substances, alcohol, or the abuse of prescription drugs.

pH – is the measurement of acid-base. Human urine is usually near neutral (pH 7).

Positive/Abnormal – Results of a drug screen that reveal use of an illegal substance, alcohol or a diluted or adulterated sample.

Prescription – A valid prescription issued to the student by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date.

Specific Gravity – is a measure of the density of a substance compared to the density of water. For urine, the specific gravity is a measure of the concentration of dissolved particles in the urine. Normal values for the specific gravity of human urine range from approximately 1.0020 to approximately 1.0200.

Substance- Any drugs, other substances whether, including but not limited to ingested, inhaled, injected (subcutaneously, or otherwise) that have known mind altering or function-altering effects, applicable to Schedule I through V of 21 C.F.R. Part 1308.

Substitution – Submission of a specimen that is not characteristic of human urine. Typically, this may be water or water with salt in it and is identified by extreme creatinine and specific gravity results, or a urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

3. Drug Screening and Enforcement

HHS Program students will be tested to verify a negative/normal drug screen according to the timeline established in each Program. Testing may occur prior to the student's admission into a HHS Program and/or prior to clinical/practicum placements. Drug screens will be conducted at the student's expense. Drug screenings completed previously by other agencies or by the student's employer will not be accepted. The student must have a drug screening performed at one

of the CSCC approved laboratories and the results must be received directly by the College from Corporate Screening. Student's drug screening results will be processed as follows¹:

Negative/Normal – Students whose drug screening result is negative are eligible to be accepted into the HHS Program and/or continue in the HHS Program and/or clinical. Students may also be subject to re-testing if at any time there is reasonable suspicion of substance abuse. See section 4(c) of this guide.

Positive/Abnormal – If a student has a positive drug screen the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 12 months. After 12 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

Adulterated/Substituted/Invalid Sample – If the drug screening result is reported as adulterated/substituted/invalid by the laboratory, the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 12 months. After 12 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

Dilutes – If the drug screening result is reported as diluted, the student will be notified that he/she may be re-tested within 24-48 hours of notification of the diluted result. The re-testing is subject to the guide outlined in section 4(b). The student is responsible for the cost of the re-test.

Positive Prescription - Students testing positive for a prescription medication must have a valid prescription issued to the student by a licensed health care provider. A medical review officer, at the approved CSCC laboratory, will validate the prescription and determine if the prescription is acceptable for the drug for which the student tested positive for.

4. Drug Screen Re-Testing

- a. Depending on the requirements of the clinical site, students may be subject to re-testing prior to the beginning of the student's clinical experience or if a period of greater than 12 months has elapsed. Students who re-test positive will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 12 months. After 12 months, should a student reapply to a clinically based HHS program and re-

¹ Note: specific Program requirements may also apply, please refer to the specific HHS Academic Program Handbook.

test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

- b. Diluted Drug Test Failure – If a student fails his/her initial drug screen because of a diluted sample, he/she will have the option of re-testing within 24 hours of notification of the student. Students will be allowed to re-test one time. A student has the right to refuse consent for re-testing. However, refusal to consent to re-testing may result in being denied acceptance into the HHS Program or being removed from the HHS Program and/or clinical.
- c. Reasonable Suspicion- is defined as, but not limited to, the following behaviors:
 - Direct observation of drug use, alcohol use, and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol such as, but not limited to appearance (red eyes, drowsy, tremors, clothing disarrayed, pupillary changes); behavior (erratic, irritable, inappropriate, mood swings, lethargy); Speech (slurred, erratic); Odor (unusual or odor of drugs or alcohol); deterioration in performance; abnormal conduct; and/or change in alertness.
 - Information that a student's behavior has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional or substantial property damage.
 - Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in a HHS Program and/or a student is convicted by a court of an offense related to the use of a drug, alcohol or controlled substance.

If a faculty member, professional preceptor, or administrator observes any student exhibiting any of the above behaviors, they will document the behavior and bring it to the attention of the student's HHS Program's chairperson and a consultation will take place with the Dean of HHS who will determine if reasonable suspicion exists. If the Dean of HHS is not available, the Supervisor of the Office of Student Health Records may make that decision. The decision on whether to dismiss the student from the clinical, lab, and/or classroom for the day will be in accordance with student's Academic Program handbook. If reasonable suspicion and temporary dismissal is determined, the student will be notified that it is the student's responsibility to be drug screened immediately with a result of negative/normal drug screen in order to continue in the HHS Program. The results of the drug screen will be processed in accordance with these guidelines. The drug screen will be at the student's expense. Further, the student may face disciplinary action for any incidents that violate College Policies and Procedures, the CSCC Student Code of Conduct, the clinical facility policies and procedures, and/or the student's Academic Program handbook and/or academic standards.

5. **Confidentiality**

- a. A student's drug screen test results are protected as educational records under the Family Educational Rights and Privacy Act (FERPA). If a clinical site requests to see the drug screening results students will need to sign a

release form authorizing the College to release the information to the clinical site or unless an exception to FERPA applies.

- b. Drug screening results will be sent directly to Corporate Screening from the approved laboratory and Corporate Screening and the results are made available to the Supervisor of the Office of Student Health Records and other authorized individuals at the College.

6. **Tested Substances**

Drug screening may include, but is not limited to testing for the following substances. Testing for additional substances may occur based on clinical affiliation agreement requirements.

Amphetamines
Barbiturate
Benzodiazepines
Cannabinoid
Cocaine Metabolites
Methadone Screen
Methaqualone
Opiates
Phencyclidine
Propoxyphene
Creatinine
PH

7. **Drug Screening Procedure**

1. **Student Procedure**

The student shall:

- Pay the drug screening fee on the Corporate Screening website at www.VerifyStudents.com, using the code provided by the HHS program. Each instructional sheet is unique to the student's Academic Program. If the student does not have a copy of their Academic Program's drug test only instruction sheet, the student must contact their Academic Program Coordinator.
- Take the requisition to one of CSCC's approved laboratories, with a valid photo ID. If the student loses the requisition, the student will be required to pay another fee for a replacement requisition. The cost of the replacement requisition is the same as the drug screening fee. *****Drug screening results will not be released over the telephone.*** The student may confirm the **receipt** of the drug screening results by accessing their Corporate Screening account.

2. **Administrative Procedure**

- a. The CSCC approved laboratory will forward the drug screening results to CSCC's vendor, Corporate Screening, and the results are made available to the Supervisor of the Office of Student Health Records and other authorized individuals at the College.

- b. A list of negative drug screening results will be forwarded to the Supervisor of the Office of Student Health Records.
- c. The Supervisor of the Office of Student Health Records will be notified of positive drug screening results, adulterated samples, and negative dilutes.
- d. If the student is eligible to re-test with 24-48 hours of notification, the re-test results will be forwarded to the Supervisor of the Office of Student Health Records.
- e. If a student has a positive drug screen the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 12 months. After 12 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.