

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 41

TITLE: Student Drug Screening for Specialized Courses or Programs

EFFECTIVE DATE: April 12, 2016

PROCEDURE

1. PURPOSE

To provide guidelines for student drug screening in specialized courses or programs.

2. SCOPE AND APPLICABILITY

This procedure applies to all students in courses or programs that require drug screening.

3. DEFINITIONS

- A. Prohibited Drugs-The use of marijuana, opiates, cocaine, amphetamines, barbiturates, phencyclidine, benzodiazepines, methadone, propoxyphene, methaqualone, and any other controlled or illicit substances as prescribed by federal or state law are expressly prohibited. The only exceptions are for medications prescribed by a licensed physician or licensed provider which must be disclosed to the drug screening Medical Review Officer (MRO) if requested. Original prescription bottles must be provided or written verification from the prescribing authority.
- B. Specialized course or program – any course or program of New River CTC for which a drug screening is required.

4. PROCEDURES

- A. Any specialized course or program must include information about drug screening requirements in the College catalog referencing this procedure and any program or course specific materials.
- B. Drug Screening
 - i. Students in courses or programs that require drug screening will be required to have an initial drug screening.
 - ii. Test results are confidential, with disclosure of results provided only to the director of the program, workforce program specialist and persons evaluating qualifications for placement or the academic standing within the course or program of study. Negative urine test results may be shared with clinical affiliate agencies in order to comply with health system policies or those in need to know positions for workforce education.

Disciplinary actions (e.g. immediate suspension) may be imposed without the customary mechanisms of academic warning and probation period if the drug screening is positive. Reports will be kept in locked confidential files in the program director's office or appropriate dean's office and separate from the student's academic file. It is not the policy of the College to report drug screen results to law enforcement agencies. However, this does not preclude College officials from responding to lawful inquiries from law enforcement agencies. Positive test results for unlawful narcotics are reported to the Office of Student Services for possible disciplinary action.

- iii. A Custody and Control Form for drug screening will be given to students prior to testing at an approved urine drug screen site determined by the College. The form must be completed and a copy provided to the program director, appropriate dean, or designee. Any false information contained on any forms pertaining to this procedure will be grounds for dismissal from or denial of admission into the course or program.
- iv. In the event the drug results are inconclusive, repeat testing may be required at the student's expense unless the testing agency is at fault. In the case of a positive test, a MRO employed by the testing agency will interpret the results and contact the student for additional information regarding prescription medications. If the MRO determines this further investigation provides a negative result, no further action is required and the negative result is reported. If the further interpretation proves the results to be positive, the MRO notifies the student and the program director, dean or designee.
- v. A student with a positive drug screen result will not be allowed to continue and/or participate in the clinical or safety related component of the course or program. If a drug screen is determined to be dilute, the student shall be retested, and the student will be counseled regarding dilute specimens. If a second drug screen is determined to be dilute, that shall be deemed a positive result for purposes of departmental action against the student. At the discretion of the program director, dean, workforce program specialist or designee, the student may be dismissed from the course or program, may be permitted to request referral for treatment and return to the course or program upon successful completion of a treatment program, or may incur other sanctions. If a student returns to the educational course or program after treatment, periodic drug screen monitoring may be required.
- vi. A dismissed student may appeal to the Vice President for Student Services.

C. Random Drug Testing

- i. All students in covered courses or programs are subject to unannounced testing based on random selection. A student may be randomly picked more than once or not picked at all during the annual period.
- ii. Random testing will be sporadic to prevent students from matching their

drug/alcohol use patterns to the schedule for collection. Selected students will not be notified until immediately prior to the time that they are due at the collection site.

D. Alcohol

- i. A student will be removed from performing safety-sensitive functions:
 - a. if the student's test results indicate an alcohol concentration of 0.04 or greater;
 - b. if the student has used alcohol within four (4) hours prior to performing safety related functions;
 - c. if during the eight (8) hours following an accident the student's involvement has not been discounted as a contributing factor in the accident or until the student is tested;
 - d. if the student refuses to submit to required alcohol tests; or
 - e. if the student is in possession of alcohol.

E. Reasonable Suspicion

- i. When there is reasonable suspicion to believe that a student is using prohibited drugs or alcohol, the student will be required to take a drug and/or alcohol test. The required observations for reasonable suspicion testing shall be made by the program director, workforce program specialist, designee or instructor.
- ii. A decision to test must be based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or odors of the student. The observations may include indications of the chronic and withdrawal effects of drugs. Alcohol testing is authorized only if the observations are made during, just preceding, or just after a student's clinical or safety related components.

F. Violations

- i. Failure of a drug test (positive result for illicit substance) or refusal to cooperate with any aspect of this procedure, of any health system or College policy on substance abuse, will result in disciplinary action up to and including dismissal, or denial of progression in the program study. In no case will a student be reassigned to another clinical agency or safety-sensitive function on the basis of refusal to participate in drug screening.

RELATED POLICIES AND/OR PROCEDURES: Student Handbooks or handouts for courses or programs requiring drug screening.

RESPONSIBLE OFFICES: Vice President for Academic Affairs, Deans and Program Directors

Approved by: President's Cabinet, President's Extended Cabinet