

Substance Abuse and Drug Testing Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Admissions

Number: 403

Title: Substance Abuse and Drug Testing

Date: 4/30/10

Reviewed/Revised: 6/20/16

Purpose: To ensure that students entering the MHPC OTA Program are drug and alcohol - free and to comply with the Drug-Free Schools and Communities Act Amendments of 1989.

Policy: Offers of acceptance to the MHPC OTA Program are made as conditional offers. Applicants may be denied admittance if a positive drug screen is detected. An applicant who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances may not receive a final offer of admission. A current OTA student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances may not be allowed to continue in the OTA program and/or a positive drug screen during the professional year may disqualify a student from participating in required course work involving client interaction and may affect the student's ability to complete the program.

Procedure: Acceptance letters developed by the MHPC OTA Program and approved by the college campuses list a contingency of a pre-admission drug screening requirement, at the student's expense, to be performed prior to OTA classes beginning in January.

1. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed when a conditional offer of admission to the MHPC OTA program is made. Policies will be reviewed with students during the mandatory orientation session.
2. Students must present their payment of drug screening services to the MHPC OTA Office by the established deadline. After payment is received, a Chain of Custody packet will be mailed to the student along with the nearest pre-approved drug screening facility.
3. Student must visit the pre-approved drug screening facility and that facility will collect the urine sample. The drug testing company will conduct the 14-panel screening and results will be sent to the MHPC OTA Admissions Coordinator.
4. The Admissions Coordinator will maintain the results electronically on the secured network drive. Results are sent to the student for their personal files, and students may be required to submit the results to their clinical fieldwork sites during the professional year as necessary.

Violations of this policy will be considered violation of the MHPC and home campus disciplinary code, which may result in dismissal, suspension, imposition of a lesser sanction or referral for prosecution.

A number of programs are available on the home campus and in the community to promote alcohol and drug awareness.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, OTA students will be tested:

1. as a condition of admission, readmission, or upon beginning a new clinical fieldwork rotation and
2. upon reasonable suspicion

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the OTA program.

Drug screenings that come back indicating the specimen was “diluted” will be invalid. Student will need to submit to another drug test, at their own expense.

If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the OTA program.

Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all OTA courses. A grade of “W” will be transcribed if prior to the College withdrawal date and a grade of “F” will be transcribed if the student is removed from courses following the college withdrawal date.

Students in clinical agencies are subject to the policies of the MHPC OTA Program and the home campus, and must also abide by the policies of the agency in which they are practicing as an OTA student. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the OTA program.

The Director of the MHPC OTA Program must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Director, the faculty, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to: accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.

Students must abide by the terms of the above policy and must report any arrest, charge, or conviction under a criminal drug or alcohol statute for violations occurring on or off college premises. An arrest, charge, or conviction must be reported within five (5) days after the occurrence. Students convicted of involvement in a criminal drug or alcohol offense will be dismissed from the OTA program.

Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration of readmission to the OTA program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

(See attached forms)

Drug Testing Policy and Disclosure Consent

Student Name: _____ Date: _____

Typing my name above indicates that I understand the Drug Testing Policy and Disclosure stated below.

The purpose of the Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Drug Testing Policy is to ensure that students entering the Program are drug and alcohol - free and to comply with the Drug-Free Schools and Communities Act Amendments of 1989.

Offers of acceptance to the MHPC OTA Program are made as conditional offers. Applicants may be denied admittance if a positive drug screen is detected. An applicant who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances may not receive a final offer of admission. A current OTA student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances may not be allowed to continue in the OTA program and/or a positive drug screen during the professional year may disqualify a student from participating in required course work involving client interaction and may affect the student's ability to complete the program.

Acceptance letters developed by the MHPC OTA Program and approved by the college campuses list a contingency of a pre-admission drug screening requirement, at the student's expense, to be performed prior to OTA classes beginning in January. In addition, some clinical fieldwork sites require an updated drug screening prior to the student beginning a clinical fieldwork rotation. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed when a conditional offer of admission to the MHPC OTA program is made. Policies will be reviewed with students during the mandatory orientation session. Student must submit his or her payment of drug screening services as directed and must visit the pre-determined drug screening facility within the timeline described in the OTA Admissions Requirements Packet. A 14-panel screening will be conducted by the screening facility and results will be sent to the MHPC OTA Program Office. Student will receive a copy of his or her drug screening results, which will also be maintained in the student's admissions file. Results will be provided to clinical fieldwork sites during the professional year per site specific policies for clinical students.

Violations of this policy will be considered violation of the MHPC and home campus disciplinary code, which may result in dismissal, suspension, imposition of a lesser sanction or referral for prosecution. A number of programs are available on the home campus and in the community to promote alcohol and drug awareness. To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, OTA students will be tested as a condition of admission, readmission, or upon beginning a new clinical fieldwork rotation and upon reasonable suspicion.

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the OTA program. If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the OTA program. Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all OTA courses. A grade of "W" will be transcribed if prior to the College withdrawal date and a grade of "F" will be transcribed if the student is removed from courses following the college withdrawal date. Drug screenings that come back indicating the specimen was "diluted" will be invalid. Student will need to submit to another drug test, at their own expense.

Students in clinical agencies are subject to the policies of the MHPC OTA Program and the home campus, and must also abide by the policies of the agency in which they are practicing as an OTA student. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to and pay for initial or

Drug Testing Policy and Disclosure Consent

subsequent testing will be dismissed from the OTA program. The Director of the MHPC OTA Program must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Director, the faculty or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to: accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages. Students must abide by the terms of the above policy and must report any arrest, charge, or conviction under a criminal drug or alcohol statute for violations occurring on or off college premises. An arrest, charge, or conviction must be reported within five (5) days of the occurrence. Students convicted of involvement in a criminal drug or alcohol offense will be dismissed from the OTA program.

Dismissed students may be considered for readmission one time and may be eligible for consideration of readmission to the OTA program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

By typing my name on page 1 of this form, the Missouri Health Professions Consortium (MHPC) is hereby granted my permission and consent to obtain the necessary drug screening results from the pre-determined screening facility. I understand that the results received by the MHPC OTA Program will be shared with clinical fieldwork sites as necessary for the sole purpose to determine my ability to enter patient care areas in order to complete the requirements of the MHPC OTA program and I hereby consent to the use of such information as stated in this disclosure consent. I understand that I may be required to obtain an additional drug test, at my own expense, if a fieldwork site requires an updated drug test prior to beginning a clinical rotation. I also understand I will not be able to successfully complete the MHPC OTA program if my drug screening results prohibit my placement in the clinical setting.

