 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i></p> <p>Policies and Procedures</p>	Department: Human Resources	Policy No.: HR 0016
	Issued by: President & CEO	Revision No.:
Subject: ALCOHOL AND CONTROLLED SUBSTANCE TESTING PROGRAM FOR EXEMPT EXCLUDED EMPLOYEES	Effective Date: August 7, 2009	Supersedes Policy:
	Approved by: HHSC Board of Directors By: Avery Chumbley Its: Board Chair	Page: 1 of 2

I. **PURPOSE:** It is the policy of HHSC to provide a safe environment for employees, patients, and visitors at all facilities by mandatory random alcohol and controlled substance testing for Exempt Excluded employees.

II. **POLICY:** Exempt Excluded employees represent the highest managerial and supervisory levels of HHSC. These employees provide leadership, direct staff in assignments and services, and guide the Corporation in meeting patient and community needs. Exempt Excluded employees must be held accountable for maintaining the highest standard of conduct and behavior as a result of the responsibility and trust accorded to them. It is the policy of HHSC that disciplinary action will be initiated for a positive test result. Two (2) positive results for alcohol and/or controlled substance will result in the resignation or termination of the Exempt Excluded employee.

III. **COVERAGE:** This policy is applicable to all Exempt Excluded employees in HHSC. (Attachment #1)

IV. **GENERAL DESCRIPTION:** Random alcohol and controlled substance testing shall be implemented for Exempt Excluded employees. The tests shall be conducted on an annual basis. The alcohol tests shall not be less than ten percent (10%) of the average number of Exempt Excluded employees in the respective regions and the Corporate office each selection period. The number of controlled substance tests conducted annually shall not be less than twenty-five percent (25%) of the average number of Exempt Excluded employees in the regions and the Corporate office each selection period. A scientifically valid random selection method shall be used to select the employees to be tested during each selection period.

V. **DEFINITIONS:**

ALCOHOL: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl alcohol and isopropyl alcohol.

CONTROLLED SUBSTANCE: Substance other than alcohol, such as marijuana, cocaine, opiates, amphetamines, and phencyclidine.

VI. PROCEDURES:

- A. ALCOHOL TEST:** Alcohol tests shall be administered by a certified Breath Alcohol Technician (BAT) using an Evidential Breath Test Device (EBT). The employee is required to blow into a mouthpiece for at least six seconds or until an adequate amount of breath has been obtained. Two alcohol tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 is considered a “negative” test. If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. The confirmatory test results shall determine the actions taken. (Attachment #2)
- B. CONTROLLED SUBSTANCE TEST:** Drug testing is conducted by analyzing a urine specimen. The analysis is performed by a certified laboratory. The employee is required to provide a urine specimen in a private location and the “collector” seals and labels the specimen, completes a chain of custody form, and prepares the specimen and paperwork for processing by a drug-testing laboratory. Each urine specimen is subdivided into two bottles labeled as a “primary” and a “split” sample. Only the primary specimen is tested for the urinalysis. The split sample container remains sealed and stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee has seventy-two (72) hours to request the split sample be sent to another certified laboratory for analysis.

All urine specimens are analyzed for the following drugs: 1) marijuana (THC metabolite), 2) cocaine, 3) amphetamines, 4) opiates (including heroin), and 5) phencyclidine (PCP).

The testing is a two-stage process. First, a screening test is performed. If it is positive for one or more of the drugs, then a confirmation test is performed for each identified drug using gas chromatography/mass spectrometry (GC/MS) analysis. GC/MS confirmation ensures that over-the-counter medications or preparations are not reported as positive results.

All drug test results are reviewed and interpreted by a physician (Medical Review Officer [MRO]) before they are reported to the employer. If the laboratory reports a positive test result to the MRO, the MRO contacts the employee to determine if there is an alternative medical explanation for the drugs found in the employee’s specimen. If the employee provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the test result is reported as negative to the employer. (Attachment #3)

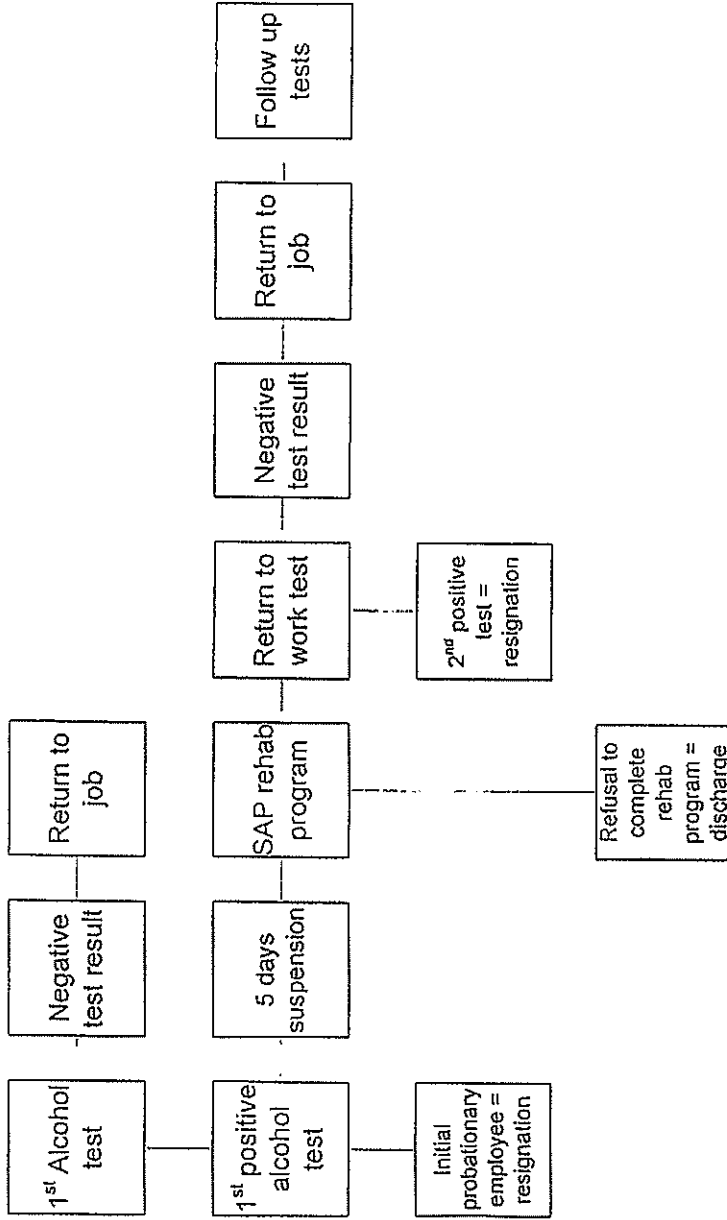
VII. CONFIDENTIALITY: Results of alcohol and controlled substance tests shall be treated as confidential information.

Attachments: #1 List of HHSC Exempt Excluded Positions
#2 Exempt Excluded Employees Alcohol Testing Outcomes, 1st Positive Test
#3 Exempt Excluded Employees Controlled Substance Testing Outcomes, 1st Positive Test

ATTACHMENT #1
EXEMPT EXCLUDED EMPLOYEES

ASSISTANT ADMINISTRATOR CLINICAL OPERATIONS OFFICER
ASSISTANT ADMINISTRATOR MEDICAL GROUP PRACTICE DIRECTOR
ASSISTANT ADMINISTRATOR PHYSICIAN PRACTICE DIRECTOR
ASSISTANT ADMINISTRATOR & CHIEF ADMINISTRATIVE OFFICER &
CHIEF FINANCIAL OFFICER
ASSISTANT ADMINISTRATOR & CHIEF FINANCIAL OFFICER & CHIEF
INFORMATION OFFICER
ASSISTANT ADMINISTRATOR & CHIEF FINANCIAL OFFICER
ASSISTANT ADMINISTRATOR & REGIONAL DIRECTOR OF FACILITIES
ASSISTANT ADMINISTRATOR-CHIEF OPERATIONS OFFICER
ASSISTANT DIRECTOR OF COMMUNICATIONS & PUBLIC AFFAIRS
ASSISTANT GENERAL COUNSEL
ASSISTANT HOSPITAL ADMINISTRATOR
ATTORNEY
CHIEF CORPORATE PRIVACY OFFICER & ASSOCIATE GENERAL COUNSEL
CHIEF MEDICAL OFFICER
CHIEF OPERATING OFFICER & CHIEF FINANCIAL OFFICER
CORPORATE DIRECTOR OF CREDENTIALING & MEDICAL STAFF SERVICES
CORPORATE CONTROLLER
DIRECTOR OF CONTRACTS & MATERIALS MANAGEMENT
DIRECTOR OF END USER SERVICES
DIRECTOR OF PROJECT IMPLEMENTATION SUPPORT SERVICES
DIRECTOR OF REVENUE MANAGEMENT
DIRECTOR OF TECHNICAL SERVICES
DIRECTOR OF NURSING
EXECUTIVE DIRECTOR OF OPERATIONS
HOSPITAL ADMINISTRATOR
MANAGING ANALYST FOR REVENUE CYCLE
MEDICAL DIRECTOR
PRESIDENT & CHIEF EXECUTIVE OFFICER
REGIONAL CHIEF EXECUTIVE OFFICER
SENIOR SYSTEMS ANALYST-CLINICAL
VICE PRESIDENT FOR COMMUNICATIONS & PUBLIC AFFAIRS DIRECTOR
VICE PRESIDENT & DIRECTOR OF HUMAN RESOURCES
VICE PRESIDENT & GENERAL COUNSEL
STAFF PHYSICIAN
STAFF SURGEON
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PRIVATE SECRETARY III
OTHER - TBD

EXEMPT EXCLUDED EMPLOYEES
ALCOHOL TESTING OUTCOMES
1st POSITIVE TEST



EXEMPT EXCLUDED EMPLOYEES
CONTROLLED SUBSTANCE TESTING OUTCOMES
1st POSITIVE TEST

