



## Bassett Healthcare Network

Cobleskill Regional Hospital:

**Bassett Healthcare Network:**

Title: Alcohol and Drug Testing

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## Clinical Laboratory Alcohol and Drug Testing Policy

Purpose: The purpose of this policy is to clearly define the responsibilities of lab staff or clinic staff as it relates to the hospital Alcohol/Substance Abuse Policy and Procedure.

When an employee is asked to have a blood alcohol test, urine screen or other appropriate test performed the Director of Human Resources, the Employee Relations Manager or Administrator on Call (AOC) contacts the Clinical Laboratory to make arrangements for blood testing as per the Alcohol/Substance Abuse Policy and Procedure. This procedure and “testing kits” will be available in the following locations:

Bassett Medical Center Clinical Laboratory, Cooperstown  
Bassett Healthcare Herkimer Laboratory, Herkimer  
Cobleskill Regional Hospital  
Little Falls Hospital, Little Falls  
O’Connor Hospital, Delhi  
TriTown Regional Hospital, Sidney

“Testing kits” contain requisitions and mailing supplies (including Fed Ex forms) and are provided to each center noted above. Replacement kits should be ordered through the Business & Support Services Manager at Bassett Medical Center Laboratory. Phlebotomy supplies will be obtained from the draw station at those facilities to assure the supplies have not reached an expiration date. Please refer to the attached flowsheet for reference after reviewing the rest of this protocol.

1. The Director of Human Resources, the Employee Relations Manager or AOC will contact the clinical laboratory to arrange for specimen collection. When determining where the specimen collection should take place, consider the sensitivity of the test and ensure confidentiality for the employee being tested. As this could potentially be considered a legal specimen, there must be a witness present and, in most cases, the witness will be the EAP Counselor or the AOC. The EAP Counselor or AOC obtains consent signature from the patient prior on the consent form that is included in the hospital Alcohol and Substance Policy. The consent form will be held by the EAP counselor or the AOC. **Note: The patient is NOT registered in the HIS and the test is NOT entered into the LIS.**

2. The NMS Laboratory requisition included in the testing kit will be filled out prior to collection. Enter the employee’s first and last name, age and gender. Assure that Test # 1858 (Drug and Alcohol screen) is checked with any additional testing added as indicated. The most commonly added test is Fentanyl, Test # 2079B. If additional testing is requested, access the NMS website to determine the test number and the specimen requirements. Indicate the test number and name of the analyte on the lines provided on the requisition.

3. The specimens will be collected following appropriate procedure and in such a manner as to ensure strict confidentiality. Following established collection procedure, collect the appropriate blood samples. **USE BETADINE PREPS TO PREPARE FOR THE COLLECTION –ALCOHOL CANNOT BE USED.** For the Drug and Alcohol Screen (#1858): collect 2 - 4ml Gray Top tubes (Fluoride Oxalate). If Fentanyl is also ordered, draw an additional Gray Top Tube. Draw the appropriate specimen for any

additional tests that are ordered. Label the specimens by placing the control number label on the requisition used for this case on each specimen tube. **DO NOT CENTRIFUGE THE SPECIMEN(S)**

4. The date and time of the collection will be recorded on the NMS requisition by the phlebotomist in the lower section of the requisition.

5. Place the specimen in the plastic bag with the absorbent sheet and seal the bag. Place the plastic bag in the white bag and seal that bag as directed on the bag. Place the tamper evident tape over the original seal. The phlebotomist and the employee will initial the security seal. At this point, the phlebotomist can return to the lab. The remainders of the steps do not need to be completed in the presence of the employee being tested.

6. The phlebotomist must assure that all areas of the requisition have been completed prior to packaging the specimen.

- In the section of the requisition labeled “Description of Items”, indicate the item, quantity and description of the items sent. (See example attached to this procedure).
- Sign the requisition in the “Relinquished By” section of the NMS requisition.
- Record the shipping carriers tracking number in the “Received By” section of the NMS requisition. Remove the client copy of the requisition.

7. Assemble the cardboard SAFTPAK or other shipping box following instructions on the box. Place the white bag and requisition in the cardboard SAFTPAK box and seal the box with packing tape. Attach the shipping label to the box and call the appropriate carrier to pick up the specimen. Assure the specimen is kept in a secured area or an area that is supervised at all times until the driver arrives to pick up the specimen.

8. Forward the client copy of the NMS requisition to the Business & Support Services Manager at the Bassett Medical Center Clinical Laboratory in a confidential envelope. The requisition will be retained in the Chain of Custody file.

9. The results of the testing will be available through a secure portal by the Director of Human Resources and other designated staff.

## Alcohol and Substance Abuse Procedure Flowsheet:

### Test Ordering and Specimen Collection

- The laboratory will be contacted to arrange for the specimen collection (either in the lab or at clinic location).
- Drug and Alcohol Screen - Test # 1858 is ordered in every case. The Director of Human Resources, the Employee Relations Manager or Administrator on Call (AOC) determines any additional testing as appropriate. If additional testing is requested, access the NMS website to determine specimen requirements.
- Collect the appropriate specimen(s)
  - Drug and Alcohol Screen: 2 - Gray top tubes (**USE BETADINE TO PREPARE THE COLLECTION SITE**)
  - Fentanyl: 1-gray top tube
- Label the specimens by placing the control number label from the NMS requisition on each specimen. Complete the NMS Labs requisition (see attached example) including the date and time of collection and initials of the collector.
- Place the specimens in the plastic bag with the absorbent sheet and seal the bag. Place the plastic bag in the white bag and seal the bag. Place the tamper evident seal over the seal of the white bag. The employee and the phlebotomist initial the security seal. Prepare a SAFTPAK box or other shipping box and place the envelope in the box.
- Assure that all areas of the requisition have been completed. When everything is complete, sign the requisition in the "Relinquished By" section of the NMS requisition.
- If the specimen is being sent to NMS by the collection site, record the shipping carriers tracking number in the "Received By" section of the NMS requisition. Remove the client copy of the requisition and place the requisition in the box with the specimen. Seal the box with packing tape.
- Prepare a shipping label and affix the label to the box. Contact the shipping carrier to pick up the specimen. If being shipped from Bassett Medical Center, there is already a scheduled UPS pickup.
- Assure the specimen is kept in a secured area or an area that is supervised at all times until the driver arrives to pick up the specimen.
- Forward the client copy of the NMS requisition to the Business & Support Services Manager at the Bassett Medical Center Clinical Laboratory in a confidential envelope.
- This ends the responsibility of the collection person/site.

## Interpretive Information

The following table should be used when interpreting alcohol results.

Alcohol mg/dL	Alcohol mg/L	Alcohol mg %	Interpretation
>400	>4000	>0.4%	Often leads to death
300-400	3000-4000	0.3-0.4%	Leads to serious CNS impairment; often results in coma
100-300	1000-3000	0.1-0.3%	Depression of CNS; slowed reflexes; impairment of visual acuity; in NYS termed DWI - driving while impaired - any value >0.1%
80-100	800-1000	0.08-0.1%	Slowed reflexes; in NYS termed DWIA - driving with impaired ability.
50-80	50-800	0.05-0.08%	Slowed reflexes; legal limit for driving in some locales is set at 0.05%
3-50	30-500	0.003-0.05%	Evidence of alcohol consumption; few behavioral symptoms although statistics show increased rate of accidents associated with these blood levels.
<3	<30	<0.003%	Negative test

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