



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: PRE-EMPLOYMENT SCREENING

POLICY NUMBER: 00007

REVIEWED & REVISED: 05/01/2012

POLICY:

All persons selected for regular full-time, part-time or temporary positions are required to take and pass a qualifying medical examination, drug screening, and background check as a condition of employment. Applicants may be required to comply with the recommendations of the clinic physician or care provider as a condition of employment.

EMPLOYEES AFFECTED: All HEKTOEN Staff

GUIDELINES:

I. DRUG TESTING GENERAL GUIDELINES:

All prospective employees shall be required to submit to and pass a drug test before an unconditional offer of employment may be extended. The requirements of this policy do not supersede and specific contract provisions negotiated independently of this policy.

II. DEFINITIONS:

Drugs: Any illegal controlled substance or any drug which is legally obtainable, but which is not legally obtained; or is not being used for the prescribed dosages, or is not being used for the person for whom it was prescribed.

Prospective Employee: Individual who has satisfactorily completed the screening and selection process for employment, whose drug test results determine whether an unconditional offer of deployment will be extended

Prohibited Substances:

1. THC (Marijuana metabolites).
2. Cocaine metabolites
3. Opiate metabolites
4. Amphetamines/methamphetamines
5. Phencyclidine (PCP)

III. PRE-EMPLOYMENT DRUG TESTING PROCESS:

A. General:

Hektoen /UIC Outpatient Health Services Institute Clinic shall test all prospective employees for employment for the five (5) prohibited substance listed above.

B. Notification:

As part of the application process, all applicants for employment shall be advised for this policy and all final applicants shall sign a statement acknowledging compliance with this policy.

C. Consent and Release Form:

Prior to testing, all persons to be tested shall be required to sign consent and release form.

IV. COLLECTION PROCEDURES:

UIC Outpatient Health Services Institute Clinic shall be responsible for supervising and monitoring the collection of specimens for purposes of drug testing according to the following procedures and the Hektoen's Drug Test Protocol for Prospective Employees.

- A. Establish and verify photo identification of the prospective employee;
- B. Secure written consent for testing. Failure or refusal of a prospective employee to sign a consent form shall prevent extension of a conditional offer of employment;
- C. Query the prospective employee to determine whether within fifteen (15) days prior, the prospective employee has inhaled, ingested or injected any drug or medication, which could cause a positive drug test.

Pre-Employment Drug Testing

- D. Request that the prospective employee remove any coat, jacket, lab coat and to leave all personal belonging (purse, briefcase, bags) outside the test area;
- E. Collect specimen from prospective employee using trained healthcare personnel. The specimen shall be obtained from the prospective employee in accordance with the chain of custody procedures set in the Hektoen's Drug Test Protocol for Prospective Employees.

V. DRUG TESTING PROCEDURES:

Testing of the specimens shall be performed by the UIC Outpatient Health Services Institute Clinic personnel in accordance with the Hektoen's Drug Test Protocol for Prospective Employees.

VI. REPORTING OF DRUG TEST RESULTS:

- A. All test results shall be reported by UIC Outpatient Health Services Institute Clinic to the Human Resources Benefits Coordinator or his/her designee of the test results.
- B. A prospective employee whose test result is negative shall be notified by the Department of Human Resources of the test results and if all other factors are acceptable, a non-conditional offer of employment may be extended.
- C. The Human Resources Manager or his/her designee shall notify the prospective employee of a confirmed positive drug test result.

- D. A prospective employee who has a confirmed positive test result shall be given the opportunity to discuss the test results with the UIC Outpatient Health Services Institute Clinic. The UIC Outpatient Health Services Institute Clinic shall determine if the medication the subject is legitimately taking caused the confirmed positive test result or if other legitimate explanations can account for the confirmed positive drug test result. UIC Outpatient Health Services Institute Clinic Staff at his/her discretion may refer the prospective employee before retesting. If the Staff concludes there is a legitimate reason for the confirmed positive test result, the result is reported by UIC Outpatient Health Services Institute Clinic to the Human Resources Manager as negative.
- E. Once the prospective employee is notified of his/her positive test results, and fails to schedule an interview with UIC Outpatient Health Services Institute Clinic, or make an appointment but fails to appear, a conditionally offer of employment shall be rescinded.
- F. The prospective employee shall be advised by the Human Resources Manager or his/her designee that he/she:
1. has failed to successfully complete the drug and alcohol tests and is not eligible for hire; and
 2. may reapply and be reconsidered for employment twelve (12) months following the date of the test.

VII. PROTECTION OF RECORDS:

UIC Outpatient Health Services Institute Clinic and their laboratory services shall maintain strict confidentiality of the drug test results. Access to the records under these circumstances shall be given only to the prospective employee, the UIC Outpatient Health Services Institute Clinic or the Human Resources Manager. The prospective employee's access to these records shall be accommodated pursuant to valid written authorization. Access to these records other than as provided herein shall be permitted only pursuant to court order.

Approved by:  Date: 7/10/12

Job Title: ADMINISTRATOR