


**GUAM MEMORIAL HOSPITAL AUTHORITY  
HUMAN RESOURCES MANUAL**

<b>APPROVED BY:</b>  <b>THEODORE M. LEWIS</b> Interim Hospital Administrator CEO	<b>RESPONSIBILITY:</b>  <b>Hospital Wide</b>	<b>EFFECTIVE DATE:</b>  <b>May 29, 2012</b>	<b>POLICY NO.</b>  <b>8650-1.210</b>	<b>PAGE</b>  <b>1 of 3</b>
<b>TITLE: DRUG FREE WORKPLACE</b>				
<b>LAST REVIEWED/REVISED:</b> August 2009, April 2012; 2015				
<b>ENDORSED:</b> EMC 2012, 2015				

**PURPOSE:**

1. Employees are the Guam Memorial Hospital Authority's (GMHA) most valuable resource and, therefore, their health and safety is a serious concern. They have the right to work in a drug and alcohol-free environment, GMHA will not tolerate substance abuse or use which affects the health and well-being of its employees or threatens its service to patients and the public.
2. The use of illegal drugs and abuse of controlled substances, on or off-duty, is inconsistent with law abiding behavior expected of all GMHA employees.
  - a. Studies show that employee who use illegal drugs or abuse controlled substances or alcohol, on or off-duty, tend to be less productive, less reliable, prone to greater absenteeism and more accidents. The result is a potential delay in providing services and an increase in operating costs and risk of liability.
  - b. These associated impaired behaviors, threaten GMHA's ability to give quality patient care and service to the public.
  - c. Employees who abuse drugs or alcohol are a danger to themselves, other employees, the patients, and the public. Substance abuse inflicts a terrible toll on **GMHA's** productive resources and the health and well-being of its employees and their families.
3. GMHA will comply with the requirements of the Federal Drug-Free Workplace Act of 1988.
  - a. This policy shall be a part of the GMHA Personnel Rules and Regulations.
  - b. Amendment to Policies and Procedures: The Hospital Administrator reserves the right to modify, supplement, resolve or substitute the policies and procedures stated herein.
  - c. Severability: If any of the provisions of the policies and procedures stated herein or the application for such provisions to any person or circumstances shall be found invalid, the validity of the remainder of the provisions as applied to other persons or circumstances shall not be affected thereby.

**POLICY:**

The Hospital will not tolerate substance abuse or usage which imperils the health and well-being of its employees or threatens its service to the public. Therefore, it shall be the policy of the Guam Memorial Hospital Authority to maintain a workforce free of substance abuse.

- a. Reporting to work or performing work for the Hospital while impaired by or under the influence of illegal drugs or alcohol is prohibited.
- b. The illegal use, possession, dispensation, distribution, manufacture or sale of a controlled substance by an employee at the hospital, or while the employee is on official GMHA business, or on stand-by duty or off duty is prohibited.
- c. Employees are required by the Drug Free Workplace Act of 1988 to notify the Hospital Administrator or his designee within five (5) days of any criminal drug statute conviction where such conviction was due to an occurrence at the hospital, or while on official business or stand-by or off-duty.
- d. Violation of prohibitions above and/or drug statute Convictions will result in disciplinary actions up to and including termination.
- e. Each GMHA employee will be given a copy of the GMHA Drug Free Work-place Policy New employees shall receive this policy at orientation.
- f. GMHA employees must abide by the terms of this policy as a condition of employment.
- g. Current and new employees must read and sign the Drug Free Workplace Affirmation Form and it will be made a part of their permanent personnel file.

**APPLICABILITY:** The Drug Free Workplace Policy applies to all GMHA employees working in a classified, unclassified, and contractual capacity; and to applicants that are tentatively selected for employment.

**ASSISTANCE PROGRAM:** GMHA will provide reasonable effort to make available employee assistance programs (subject to the limitation of availability of local resources) to GMHA employees for substance abuse education, counseling or rehabilitation. The Hospital encourages voluntary treatment for substance abuse.

**AWARENESS PROGRAM:** The Guam Memorial Hospital Authority will strive to educate employees about the dangers of substance abuse. The Hospital will establish a Substance Abuse Awareness Program to assist employees to understand and avoid the perils of drug and alcohol abuse. The Hospital will use the program in an ongoing educational effort to prevent and eliminate substance abuse that may affect the Hospital's workforce.

The Substance Abuse Awareness Program will contain provisions to inform employees about the: (1) Dangers of alcohol and drug abuse; (2) GMHA Drug Free Workplace Policy; (3) Availability of treatment and counseling for employees who voluntarily seek such assistance; and (4) Sanctions the Hospital will impose for violations of its Drug Free Workplace Policy.

**DRUG SCREENING PROGRAM:** Upon initial implementation of this program, all employees of the Guam Memorial Hospital Authority will be required to submit for a drug screening test. The first drug screening test for all employees shall be conducted and scheduled by the Hospital Administrator or his/her designee within a reasonable time after the effective date of this policy. Employees will be notified as to when the testing will begin to take place. A Drug Screening Program shall be established for this purpose.

**NATURE AND FREQUENCY OF DRUG TESTING:**

A. NATURE: GMHA's drug testing program includes the following types of drug testing:

- (1) Applicant testing;
- (2) Random testing of those employees in sensitive positions that have been designated as testing designated positions;
- (3) Reasonable suspicion testing;
- (4) Voluntary testing;
- (5) Accident or unsafe practice testing; and
- (6) Testing as part of or as follow-up to counseling or rehabilitation.

B. FREQUENCY: GMHA reserves the right to increase or decrease the frequency of testing based on the needs of GMHA, availability of resources, and experience in the program, consistent with the duty to achieve a drug-free workplace.

**PROCEDURE:**

The Hospital shall follow the procedures in the Drug Free Work Place policy adopted by the hospital pertaining to:

1. Purpose
2. Drug Testing
  - Applicant Testing
  - Random Drug Testing
  - Reasonable Suspicion Testing
  - Accident or Unsafe Testing
  - Voluntary Testing
  - Follow-up Testing
3. Awareness Program
4. Collection Sites and Laboratory Procedures
5. Employee Assistant Programs (EAP)

**REFERENCE:**

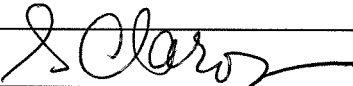
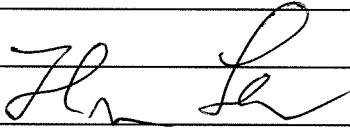
GMHA Drug Free Workplace Policy and Procedures Manual.

# GUAM MEMORIAL HOSPITAL AUTHORITY

## REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and endorsed the following:

- |  |   |
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| <input type="checkbox"/> Bylaws<br><input type="checkbox"/> Rules & Regulations<br><input checked="" type="checkbox"/> Policies & Procedures | Submitted by<br>Department/Committee: <u>Human Resources Department</u><br>Title: <u>Drug Free Work Place</u><br>Policy Number (if applicable): <u>8650-1.210</u> |
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	Date	Signature
Reviewed	8/13/15	
Endorsed		
Title	Elizabeth M. Claros: Personnel Services Administrator	
Reviewed		
Endorsed		
Title	Associate Administrator, Operations	
Reviewed	10/13/15	
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Title	Theordore M. Lewis, Interim Hospital Administrator/CEO, EMC Committee	
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