

# **SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER**

## **POLICY AND PROCEDURE MANUAL**

**Date of Issue: 4/1/08**

**Section Number 157**

**Date Revised: 5/26/16; 8/16/17; 9/9/20**

### **Policy 157 – Drug Screening**

#### **I. POLICY**

Southern Highlands Community Mental Health Center operates several program in which drug screening is necessary to determine compliance with program objectives.

#### **II. PROCEDURES**

##### **A. OUTPATIENT CLINIC**

1. The medical provider gives an order for a drug screening.
2. The nurse will take the order to facility's in house lab within SHCMHC and give to lab personnel.
3. The facility lab staff will obtain the specimen and complete the screening. The results will be sent to the provider.
4. Any disputed screen will be ordered for confirmation at the consumer's expense.
5. Any refusal by a consumer for drug screening may be determined by the medical provider as failure to comply with treatment and the consumer will not receive any refills or prescription until a screen is obtained. If needed, the consumer will be rescheduled for their appointment.

##### **B. RESIDENTIAL PROGRAMS**

1. All consumers will sign a consent for voluntary urine screenings that may include a breath analysis for alcohol which includes a statement that refusal to consent may result in dismissal from the unit.
2. The medical provider will have a standing order for drug screening at any time there is suspicion of drug abuse or to detect the presence of a prescribed medication.
3. Any disputed positive drug screen may be repeated at the consumer's expense by an outside lab.
4. Any failure to comply with request for drug screen may be reason for dismissal from the unit.
5. Trained staff will collect the urine and complete the test. All staff completing the drug screening must have completed the CLIA Waived training and have a certificate on file.
6. All results will be documented on the Drug Screen Results form.

**C. DUI**

1. At enrollment, the consumers will review the class requirements which include random drug screens as well as alcohol breath analysis.
2. The consumer will sign a consent for drug screening and breath analysis.
3. CLIA Waived trained staff will collect the urine for drug screening. Any disputed drug screen will be forwarded to the lab of facility choice.
4. The consumer will be responsible for the cost for all drug screenings.

**D. CRISIS/ON CALL CONSUMERS**

1. Consumers involved in the involuntary hospitalization process will be referred to a medical facility for medical clearance to include drug screening as needed.
2. Consumers who are being seen under a voluntary treatment agreement at Southern Highlands will be treated as other consumers in that program area. Southern Highlands will not provide drug screening for consumers who have a voluntary treatment agreement with another provider.

**E. OBMAT PROGRAM**

1. When a consumer is enrolled in the program a standing order is obtained by the LPN for random and scheduled drug screening.
2. If the site has an on-site laboratory, the orders are given to the laboratory.
3. If the site does not have an on-site laboratory services available, the LPN (CLIA Waived trained) conducts drug screenings as required.
4. Any disputed positive drug screens are sent for confirmation at the consumer's expense.
5. Any refusal by a consumer for drug screening may be determined by the medical provider as failure to comply with treatment and they may be discharged from the program.
6. Refer to Policy 604 OBMAT Quality Improvement and Diversion Control Plan for additional information on OBMAT drug screening.

**F. POTENTIAL EMPLOYEES**

Please refer to Policy 220 Recruitment and Selection for Employment Section G.2.

**G. EMPLOYEES**

Please refer to Policy 231 – Drug Free Workplace

## H. URINE COLLECTION PROCEDURES

It is the policy of the Substance Abuse Outpatient Program to administer routine urine screening tests in order to determine whether consumers are actively consuming substances.

An issue that many substance use counselors must concern themselves with is whether or not their consumers are actually abstaining from the use of alcohol and/or other drugs. Consumer report is often reliable in making such determination. However, with some substance use consumer populations this practice cannot be totally relied upon to ascertain consumer abstinence. Therefore, other methods for determining abstinence become necessary. As part of substance use services, it is deemed necessary to administer routine urine screenings due to the denial systems evident in certain substance abuse populations.

### 1. URINE COLLECTION, TESTING AND REPORTING

SHCMHC shall use the following procedures for all collection of urine specimens and the reporting of test results.

#### a. Storage of Urinalysis Supplies

SHCMHC shall:

- 1) Store all urinalysis supplies in a secure area with access limited only to CLIA Waived trained employees involved in the collection process.
- 2) Prevent consumer access to the secure storage areas.

#### b. Secure Collection Area

SHCMHC shall:

- 1) Make every reasonable effort, where public lavatory facilities must be used, to reduce the possibility of interference with the collection process or adulteration of the collected specimen.
- 2) Limit access to public lavatory facilities during the collection process.
- 3) In public lavatory facilities open to individuals not involved in the collection process:

- a) Make every reasonable effort to reduce the possibility of interference with the collection process and adulteration of the collection process, and
- b) Limit public access during the collection process.
- 4) In private lavatories, and where unobserved collections are taken, secure or remove the nozzle to prevent consumers from diluting specimens with hot water that could simulate the temperature of voided specimens.
- 5) Do not locate soap dispensers or cleaning agents near the commode.

c. Safety Precautions

SHCMHC shall require:

- 1) All personnel handling urine specimens must wear surgical gloves for protection.

d. Observe Urine Collection Procedures for Residential SUD and CPST

A CLIA Waived trained staff will collect the urine specimen while a second staff observes the collection process.

e. Unobserved Urine Collection Procedures

- 1) All SHCMHC employees that collect urine specimens will be CLIA Waived trained.
- 2) Observe the temperature strip to ensure specimen temperatures are between 90.5 and 99.8 degrees, and must be checked within five (5) minutes of the actual void.
- 3) Obtain a second specimen from consumers whose urine specimen temperatures are outside the range in 2) above.
- 4) Follow all generic collection procedures in Subsection f below.

f. Generic Specimen Collection Procedures – All Collections

Staff shall instruct consumers to:

- 1) Remove jackets, coats, and any personal items from their pockets. Consumers will place all personal items into a lock box and will be given the key to hold to ensure their items are secure while in the collection area.
- 2) Roll up long sleeved shirts or blouses so the collector can examine consumer's arms before voiding.
- 3) DO NOT flush urinals until the collection is completed and the consumer has left the urinal area.

SHCMHC shall ensure that the collector:

- 1) Hands the specimen cup to the consumer and, after the consumer voids, directs the consumer to secure the top on the cup, dry the cup with a paper towel or tissue and hand it back to the collector.
- 2) Read the temperature strip on the specimen cup to determine if it is near body temperature.
- 3) Ensures the specimen has a minimum of 10 milliliters of urine. Any specimen with less than 10 milliliters of urine will not be accepted. 30 milliliters will be required for confirmation.
- 4) Collects specimens from only one consumer at a time and do not collect specimens from groups of consumers providing specimens at the same time. If the specimens are observed, the collector shall observe one collection at a time.