

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 937
(Replaces AD 937 dated 2/15/06)

Effective Date: January 19, 2007

SUBJECT: PRE-EMPLOYMENT DRUG TESTING AT STATE HOSPITALS

I. PURPOSE

To provide an alcohol and drug-free environment for the protection of the health and safety of Individuals, employees, and visitors and provide a standard and procedure for pre-employment substance testing for new hires to the Department of Mental Health (DMH).

II. AUTHORITY

Special Order No. 410.02
State Personnel Board (SPB) Rule No. 213 and 213.6

III. POLICY

It is the policy of the DMH that the workplace be free from the effects of drug and alcohol use. Pre-employment drug testing is required for employees in designated direct care classes that include positions providing direct supervision or care of Individuals as a primary responsibility; provide a program service and have extensive direct Individual supervision and care responsibilities; and provide support service upon which Individuals are dependent. Applicants shall not be hired to work in any position that requires the applicant to pass a drug-screening test without having first completed and passed a drug test as part of the pre-employment physical.

IV. METHOD

Notification and Testing Requirements

A. Applicants:

1. Applicants for positions will be informed of the requirement for pre-employment drug testing in examination bulletins. All applicants for employment in positions listed as direct care are required to complete and pass a pre-employment controlled substance test as a component of the pre-employment medical evaluation.
2. At the time of the pre-employment physical, the Occupational Health Clinic (OHC) will provide candidates with the required forms: "State Drug and Alcohol Test Authorization" (DPA 177), and "Forensic Drug Testing Custody and Control Form" along with the collection site location and hours. OHC will document the results of the test (pass/fail) as part of the medical evaluation on the pre-employment medical clearance form prior to forwarding the form to the Personnel office.

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3. An applicant shall not be hired for a direct care position if he/she refuses to take the required drug test or does not pass the pre-employment drug test. If the applicant fails the drug test (test is positive), the OHC will document the results on the pre-employment medical clearance form and the Hospital's Medical Reviewing Officer will disapprove the applicant's medical clearance. This will be forwarded to the Personnel Officer, who will provide written notification to the applicant, including appeal rights.
4. Testing of current employees, who are applicants in an examination or who are transferring, is required only if the person does not have a current appointment to a class of which drug testing is a requirement.

B. Coalinga State Hospital Personnel Staff Responsibility:

1. Make the job offer contingent on medical clearance, which includes drug testing.
2. Coordinate scheduling of pre-employment medical evaluation with OHC and inform OHC the applicant is required to submit to a pre-employment drug test.
3. Upon receipt of notification of an approved medical clearance, verify the drug test was completed and the results were negative.
4. Negotiate a start date with personnel and the employee.

V. APPEALS

Appeals of failure of a pre-employment drug test may be made to the SPB, but are limited to grounds stated in SPB Rule 213.6: that the drug was obtained legally, or there has been a violation of test protocol, a chain of testing procedures, or other irregularity that invalidates the test result.

A. For purposes of this policy:

1. Illegal substances include: marijuana, heroin, cocaine, amphetamines, opiates, PCP, barbiturates and methaqualone.
2. Unauthorized substances are legal, but used other than prescribed (i.e., Valium used more often or in greater quantities than prescribed).



W. T. VOSS
Executive Director

Attachment A: Pre-Employment Substance Abuse Testing

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Department of Mental Health		
Pre-Employment		
Substance Abuse Testing		
Class Title	Class Code	
Audiologist I DMH/DDS	8299	
* Automotive Equipment Operator I	6386	
* Automotive Equipment Operator II	6391	
Behavior Specialist I	9823	
Behavior Specialist II	9824	
Dental Assistant, Safety	7914	
Dental Hygienist, Safety	8131	
Dentist	7655	
* Heavy Equipment Mechanic	6834	
Hospital Police Lieutenant	1935	
Hospital Police Office	1937	
Hospital Police Sergeant	1936	
Licensed Vocational Nurse DMH/DDS	8286	
Nurse Practitioner (Safety)	9700	
Occupational Therapist, DMH/DDS	8204	
Pathologist DMH/DDS	7653	
Pharmacist I, DMH/DDS	7659	
Pharmacist II, DMH/DDS	7981	
Pharmacy Assistant	Not Available	
Pharmacy Technician, DMH/DDS	7658	
Physical Therapist I, DMH/DDS	8315	
Physician and Surgeon (Safety)	7552	
Physician and Surgeon (Safety) Intermittent	7565	
Podiatrist, DMH/DDS	7657	
Pre-Licensed Psychiatric Technician-Safety (PLPT)	8254	
Pre-Licensed Registered Nurse	8140	
Psychiatric Social Worker, DMH	9879	
Psychiatric Technician, Safety	8253	
Psychiatric Technician, Trainee Safety	8238	
Psychologist--Clinical, HF (Educational)	9841	
Psychologist--Clinical, HF (Safety)	9873	
Public Health Nurse I DMH/DDS	8297	
Public Health Nurse II	8210	
Registered Nurse (Safety)	8094	
Rehabilitation Therapist-Art Safety	8420	
Rehabilitation Therapist-Dance Safety	8422	
Rehabilitation Therapist-Music Safety	8321	
Rehabilitation Therapist-Occupational Safety	8323	
Rehabilitation Therapist-Recreational Safety	8324	
Respiratory Care Practitioner, DMH	8300	
Senior Psychologist, CF Supervisor	9288	
Senior Psychologist, HF Specialist	9839	
Senior Special Investigator, DMH	8558	
Special Investigator, DMH	8557	
Speech Pathologist IDDS/DMH	8309	
Staff Psychiatrist (Safety)	7619	
Teacher Adult Ed	2275	
Teacher-Mentally Disabled	2271	
Vocational Instructor	Various	
=used by ASH		
* Requires different forms		