

OKLAHOMA STATE UNIVERSITY-COLLEGE OF OSTEOPATHIC MEDICINE STUDENT DOCTOR AND ACCEPTED APPLICANT DRUG SCREENING POLICY

Purpose

This policy outlines the Drug Screening requirements for Accepted Applicants and Student Doctors in the Oklahoma State University-College of Osteopathic Medicine (OSU-COM).

Definitions

For the purpose of this policy:

1. “Accepted Applicant” is defined as an individual that has been accepted to OSU-COM, but has not yet started the first year of the program.
2. “Clerkship Program” is defined as the time in which Student Doctors complete clinical rotations during years three and four of the OSU-COM program.
3. “Controlled Substance” is defined as a drug or substance that is listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812). To lawfully take a prescription drug, a student must be under the direct medical care of the licensed health care professional. Although medical marijuana is legal in the State of Oklahoma, marijuana is a Schedule 1 Controlled Substance under 21 U.S.C. § 812 and continues to be a prohibited substance for purposes of this policy even with a valid prescription or license.
4. “Diluted Specimen” is defined as a sample that cannot be accurately tested based on the standards of the Vendor’s laboratory and the conclusions of the Medical Review Officer.
5. “Drug Screen” is defined as a laboratory test administered for the purpose of determining the presence or absence of a Controlled Substance or its metabolites.
6. “Medical Review Officer (MRO)” is defined as the licensed physician, an employee of the Vendor, who is responsible for receiving, reviewing, and certifying the results of Drug Screens.
7. “Positive Drug Screen” is defined as any result, which has been reviewed and certified by the Medical Review Officer, which indicates the presence of a Controlled Substance in the submitted specimen.
8. “Pre-Clerkship” is defined as the time between completing all second year requirements and the beginning of the Clerkship Program in year three.
9. “Random” is defined as the unannounced and indiscriminate selection of student(s) by a process designed to ensure that selections are made in a nondiscriminatory manner without conscious decision of which student(s) are selected.
10. “Reasonable Suspicion” is defined as suspicion of use or possession of a Controlled Substance by a Student Doctor or Accepted Applicant based upon specific and objective grounds, as a justification to conduct a Drug Screen on a Student Doctor or Accepted Applicant.
11. “Student Doctor” is defined as all students currently enrolled in years one through four of the OSU-COM program.
12. “Vendor” is defined as the company that has been contracted by OSU-COM to provide Drug Screening services.

Rationale

- The mental and physical health and well-being of students is vital to the success of the OSU-COM and is necessary to maintain the high standards of healthcare provided to the general public. OSU-COM has the right and obligation to provide students with a safe, healthy, efficient, and effective learning environment free from outside influences, which includes the illegal use and/or distribution of Controlled Substances.
- Although under the supervision of qualified faculty and/or adjunct faculty, Student Doctors are responsible for the health, safety, and welfare of patients. Student Doctors regularly have access

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to confidential and sensitive information, which requires the exercise of ethical behavior. Required and Random Drug Screenings of students and Accepted Applicants is an important component in assessing their suitability to function in a clinical setting.

- Increasingly, clinical facilities are implementing Drug Screening policies and procedures as required by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Furthermore, clinical facilities are increasingly requiring that OSU-COM review and certify each student's Drug Screening results prior to the beginning of each rotation through specific and explicit clauses within affiliation agreements.

Voluntary Requests for Treatment

OSU-COM strongly encourages Student Doctors who illegally use Controlled Substances to seek help from the College's Student Assistance Program by contacting the Office of Student Affairs or following the directions established in the OSU-COM Student Handbook. Any Student Doctor that voluntarily seeks treatment will receive confidential assistance; provided, however, that a Student Doctor seeking treatment after the Student Doctor's selection for a Drug Screen, either based upon a Random Drug Screen or Reasonable Suspicion, does not constitute voluntarily seeking treatment and will result in corrective action should a Positive Drug Screen Result.

Vendor and Drug Screening Information

OSU-COM will select a qualified third party Vendor to provide the Drug Screening service, as well as the Medical Review Officer for this policy. Results from any company or government entity other than those designated by OSU-COM will not be accepted; provided, however, exceptions may be made in very limited instances in which circumstances would reasonably prevent Accepted Applicant from utilizing OSU-COM's Vendor. Exceptions must be requested by Accepted Applicant prior to the Drug Screening, and OSU-COM reserves sole discretion regarding whether to approve such request. Any Drug Screening of an Accepted Applicant that is not completed by OSU-COM's Vendor must be performed by a licensed physician performing medical review officer services who is trained and certified by the American Association of Medical Review Officers (AAMRO) and The Medical Review Officer Certification Council (MROCC) to complete their Drug Screening. Accepted Applicants who are granted an exception to using OSU-COM's Vendor will be solely responsible for payment for any Drug Screening not conducted by OSU-COM's Vendor. Any Drug Screening conducted by a Medical Review Officer other than OSU-COM's Vendor must be an 8-panel Drug Screen identical to the one conducted by OSU-COM Vendor and the Drug Screening must comply with all provisions of this Policy.

Any appeal right of a Positive Drug Screen rests solely between the Student Doctor or Accepted Applicant, the Medical Review Officer and the qualified third party Vendor.

OSU-COM will require that all Accepted Applicants and Student Doctors complete an 8-panel Drug Screen, which tests for:

1. Amphetamines/Methamphetamines;
2. Barbiturates;
3. Benzodiazepines;
4. Marijuana;
5. Cocaine;
6. Opioids (including opiates);

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7. Phencyclidine; and
8. Methadone.

Drug Screening Timing and Procedures

An Accepted Applicant's or Student Doctor's written and/or oral consent is not required to put the terms of this policy into effect, as consent is an implicit condition of enrollment in the OSU-COM program.

Accepted Applicants

The OSU-COM Office of Admissions will provide all Accepted Applicants with the procedural requirements for completing their pre-matriculation Drug Screen. Accepted Applicants must complete the required Drug Screen at least fourteen (14) days prior to matriculation to allow sufficient time for the following steps to be completed before the first day of classes:

- Vendor to complete the laboratory specimen test;
- The Medical Review Officer (MRO) to review and certify the Drug Screen results; and
- Review of the MRO's report by the Office of Admissions.

Accepted Applicants who receive notice of acceptance to OSU-COM within thirty (30) days of the start of class will have fourteen (14) days from the date of acceptance to complete the required Drug Screen. Accepted Applicants may begin the first year of medical school at OSU-COM if Drug Screen results have not been received by OSU-COM except that any Accepted Applicant who received their offer of admission more than fourteen (14) days prior to the start of class and fails to complete the required Drug Screen prior to the first day of class will not be allowed to begin the program until this requirement has been met, and may jeopardize their admission status at OSU-COM.

Student Doctors

All Student Doctors are required to complete a Drug Screen prior to beginning the Clerkship Program in year three. The OSU-COM Office of Clinical Education will provide all Student Doctors with the procedural requirements for completing their Pre-Clerkship Drug Screen. Student Doctors must complete this required Drug Screen during Transition Week to allow sufficient time for the following steps to be completed before the first day of classes:

- Vendor to complete the laboratory specimen test;
- The Medical Review Officer (MRO) to review and certify the Drug Screen results; and
- Review of the MRO's report by the Office of Clinical Education.

Any Student Doctor who fails to complete the required Drug Screen prior to the first day of the third year will not be allowed to begin the Clerkship Program until this requirement has been met.

Any Student Doctor who takes a leave of absence or withdrawal that is six (6) months or longer is required to complete a Drug Screen prior to returning to educational activities and/or clinical rotations. Testing cost will be borne by the student and testing will be done in accordance with the procedures outlined in the OSU-COM Drug Screening Policy.

Random Testing

OSU-COM reserves the right to conduct Random, unannounced Drug Screenings of all Student Doctors currently enrolled at OSU-COM. The Dean or designee may determine the dates of Random Drug Screen(s) and the total number of Student Doctors, up to and including all Student Doctors at OSU-COM,

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that OSU-COM will Randomly Drug Screen. The Assistant Dean for Enrollment Management and the Assistant Dean of Student Life will randomly select students for designated Random Drug Screens. A Student Doctor who is selected for a Random Drug Screen is required to report to a designated testing laboratory within 36 hours after receiving notice of being selected for a Random Drug Screen, for collection of a urine and/or blood sample to conduct a Drug Screen. The Student Doctor may request that a blood sample be collected in addition to a urine sample. Testing cost for Random Drug Screenings will be borne by OSU-COM and testing will be done in accordance with the standard testing procedure outlined in this policy.

Any Student Doctor who refuses to consent to a Random Drug Screening, fails to immediately report to the designated testing laboratory within a reasonable time after receiving notice of being selected for a Random Drug Screen, or fails to provide an adequate specimen (as determined by the MRO) may be subject to corrective actions pursuant to this policy up to and including dismissal.

Testing for Reasonable Suspicion

OSU-COM may require a Student Doctor to submit to a Drug Screen based upon a Reasonable Suspicion of the unauthorized use or possession of a Controlled Substance. Reasonable Suspicion may be based upon, but is not limited to, the following:

- Direct observation of unauthorized use or possession of a Controlled Substance;
- A pattern of abnormal or erratic behavior consistent with unauthorized use of a Controlled Substance;
- Observation of physical symptoms indicative of the unauthorized use of a Controlled Substance;
- Arrest or conviction for a drug related offense; and/or
- Report(s) of unauthorized use or possession of a Controlled Substance that has been corroborated by additional evidence.

All persons reporting activity or behavior that causes Reasonable Suspicion of unauthorized use or possession of a Controlled Substance under this policy shall document the exact reason(s) for these suspicions, including relevant details such as date, location, witnesses present, and the symptoms or actions of the Student Doctor. All such reports shall be made to the Dean or his/her designee, who will conduct an investigation of the reported activities or behavior, including obtaining corroborating statements from other administrators, faculty, employees, Student Doctors or witnesses where reasonably possible. The Dean or his/her designee shall determine, based on his or her investigation, whether cause exists to request a Drug Screening.

Upon a Drug Screen for Reasonable Suspicion, all results of any such test shall be provided by OSU-COM's Vendor MRO to the Dean or his/her designee. Until the results of the Drug Screening are received, the Student Doctor may be suspended from all training or activities involving clinical work, laboratory work or patient contact. The student may be permitted to continue participating in lectures; however, the Dean or his/her designee retains sole discretion to suspend the student from all activities if the continued participation of the Student Doctor in such activities presents a danger to the personal safety or threatens the health and welfare of the individual, patients/clients, students, faculty and/or staff of OSU-COM.

When a determination to test for Reasonable Suspicion has been made, the Student Doctor will be asked to submit to a Drug Screening. The Student Doctor will report immediately to the designated testing laboratory after receiving notice of a Drug Screen for Reasonable Suspicion for collection of a urine and/or

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blood sample to test for a Controlled Substance. The Student Doctor may request that a blood sample be collected in addition to a urine sample. Testing cost will be borne by OSU-COM and testing will be done in accordance with the Drug Screen procedure.

Any Student Doctor who refuses to consent to a Drug Screening for Reasonable Suspicion, fails to immediately report to the designated testing laboratory within a reasonable time after receiving notice submitting to a Drug Screen for Reasonable Suspicion, or fails to provide an adequate specimen (as determined by the MRO) will be deemed to have submitted a positive Drug Screen result and may be subject to corrective action pursuant to this policy up to and including dismissal from OSU-COM.

OSU-COM Drug Screen Review Committee Structure, Meetings and Membership

OSU-COM Drug Screen Review Committee Structure

In order to facilitate a formal and efficient process, the Drug Screening policy outlined in this document will be administered by the Drug Screen Review Committee (here after “Committee”). Upon implementation of the OSU-COM required Student Drug Screening policy, it is the responsibility of the Committee to ensure that all OSU-COM materials are updated to include necessary information regarding Drug Screening, including, but not limited to:

- Handbook(s);
- Website(s);
- Admissions Documents; and
- Other print and/or electronic items as determined by the Committee.

OSU-COM Drug Screen Review Committee Meetings

The Committee is required to convene a formal meeting upon receipt of a Positive Drug Screen or Diluted Specimen result that is not cleared by the MRO for Accepted Applicants and Student Doctors. In the case in which the Committee is in receipt of a Positive Drug Screen or Diluted Specimen result for a Student Doctor that is not cleared by the MRO, the responsibilities of the Committee and its members are to:

- Ensure prompt action by formally removing the Student Doctor from their current course;
- Formally contact the Student Doctor and provide a date, time, and location for their meeting with the Committee;
- Review the results of the MRO report with the Student Doctor;
- Provide an opportunity for the Student Doctor to make a formal presentation and provide information to the Committee; and
- Discuss, formulate, construct, and deliver the Committee’s recommendation(s) for the Student Doctor to the Dean or his/her designee.

The recommendations submitted to the Dean or his/her designee by the Committee are nonbinding. The final decision for adjudication in these cases lies solely with the Dean or his/her designee.

The Committee must also meet to approve policy change proposals, which must be referred to the Dean or his/her designee for review and action.

OSU-COM Drug Screen Review Committee Membership

The required, voting, members of the Committee are:

- Associate Dean of Enrollment Management (Committee Chair);

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- Assistant Dean of Campus Life and Wellness;
- Assistant Director for Admissions; and
- Director for Clinical Education.

Committee membership and participation is required for the individual employees that serve in the above listed positions. Changes in Committee membership, other than those that occur through normal personnel transitions (i.e., promotion, retirement, resignation, etc.), are at the sole discretion of the Dean or his/her designee.

Reporting of Drug Screening Findings

The Vendor will provide the Office of Enrollment Management and the Office of Clinical Education with a list of Accepted Students and Student Doctors that the MRO has certified as passing the Drug Screen. Each student will receive the results of the Drug Screening report from the Vendor, as well. Student Doctors and Accepted Applicants who provide a Diluted Specimen may be subject to immediate re-testing until an adequate Specimen is received by the Vendor. Adequacy of each specimen shall be determined solely by the Vendor and MRO.

Accepted Applicants and Student Doctors that receive a Positive Drug Screening will have the opportunity to present valid medical explanations directly to the MRO who will decide if the Accepted Applicant/Student Doctor is cleared. If, after review by the Vendor's Medical Review Officer, there is a valid medical explanation for the screening results, the Vendor will notify OSU-COM of a clear test. If, after review by the Medical Review Officer, there is not a valid medical explanation for the Positive Drug Screen, then the Drug Screen results will stand. Any appeal right of a Positive Drug Screen rests solely between the Student Doctor or Accepted Applicant, the Medical Review Officer and the qualified third party Vendor.

Adjudication of Positive Drug Screen and/or Diluted Specimen Results

Accepted Applicants

Accepted Applicants who receive a Positive Drug Screen result or a Diluted Specimen result that has not been cleared by the MRO will not be allowed to begin the first year of medical school at OSU-COM. Accepted Applicants who receive their notice of acceptance less than fourteen (14) days prior to classes beginning may begin the first year of medical school at OSU-COM prior to OSU-COM receiving the results of their Drug Screen. Upon receipt of a positive drug screen from any Accepted Applicant, OSU-COM may rescind the Accepted Applicant's admission, defer the Accepted Applicant's admission to the following academic year, or take other action based upon the circumstances. Accepted Applicants with a Positive Drug Screen who eventually enroll at OSU-COM will be considered to have had their first Positive Drug Screen under this policy.

Student Doctors

Any Student Doctor with a Positive Drug Screen or Diluted Specimen that are not cleared by the MRO will automatically be referred to the OSU-COM Drug Screen Review Committee, which will submit nonbinding corrective recommendations to the Dean or his/her designee. Student Doctors with a first Positive Drug Screen or Diluted Specimen may face corrective action up to and including suspension for the remainder of the semester and administrative withdrawal from all courses and/or suspension for the following semester. Student Doctors who are suspended may not be able to progress to the next semester

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based on specific program requirements. Student Doctors with a Positive Drug Screen who are in their third or fourth year of medical school will be immediately removed from patient-facing clinical rotations and may not return to patient-facing rotations until approved by the Drug Screen Review Committee and the Dean or his/her designee.

After a Student Doctor is found to have a Positive Drug Screen, additional scheduled Drug Screenings may be required by OSU-COM for the remainder of the Student Doctor's enrollment at OSU-COM as a condition of continued enrollment. OSU-COM reserves the right to impose additional reasonable sanctions on Student Doctors for a Positive Drug Screening or Diluted Specimen. Student Doctors who receive a Positive Drug Screen or Diluted Specimen result and are not cleared by the MRO will not be allowed to begin patient-facing rotations at a minimum.

Any Student Doctor who has a second Positive Drug Screen will be dismissed from OSU-COM.

Falsification of Information

Falsification of information will result in immediate removal from the Accepted Applicant list or dismissal from OSU-COM.

Confidentiality of Records and Retention of Records

Drug Screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations. Reports and related records are retained in a secure location and are maintained for the following timeframes, or longer as required by law:

- Current Student Doctors: 5 years after Drug Screening
- Accepted Applicants: 2 years after Drug Screening (provided no legal complaint)

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