

Title:	Alcohol and Illegal Substance Use Prevention & Control	Index Number:	SQE-FAM-002 (Func. - Categ. - Sr.No.)
Function:	Staff Qualifications and Education	Category:	Leadership/Administrative
Scope of application:	AUB Community	Original Date:	Next Review Date:
		7/4/ 2014	7/4/2019

1. Policy

- 1.1. The American University of Beirut (AUB) aims at maintaining an environment free from illegal substance and alcohol use.
- 1.2. AUB shall treat all information regarding testing for alcohol or illegal substance abuse and their results in strict confidence.
- 1.3. Unlawful possession, use, production, distribution, or sale of illegal substances, non-prescription narcotics or alcohol by any member of the AUB community shall be prohibited on all AUB premises.
- 1.4. AUB shall have the right to require any member of the AUB community to undergo drug or alcohol tests if there is suspicion of abuse of legal controlled substances, illegal substances or alcohol.
- 1.5. It is a condition of continued enrollment and employment that each member of the AUB community shall abide by the terms of this policy.
- 1.6. Any member of the AUB community violating this policy shall be subject to appropriate disciplinary procedures by the proper authorities, up to and including termination of employment.
- 1.7. Violation of this policy may also lead to referral to prosecution by the appropriate local authorities as per the Lebanese law. No. 673 issued in 16/3/1998.

2. Purpose

- 2.1. To maintain the wellness, productivity and safety of AUB community.
- 2.2. To maintain a drug and alcohol free learning and living environment.
- 2.3. To establish rules and procedures for drug and alcohol abuse prevention.
- 2.4. To establish procedures for handling persons who violate this policy.
- 2.5. To prevent the problems and work-related accidents associated with alcohol/drug abuse.

3. Definitions

- 3.1. **AUB Community:** Includes all students, medical students, faculty, staff, and Housestaff.

- 3.2. Safety Sensitive and High Risk Positions:** are positions in which the impaired performance would present a substantial risk of injury to self or others and include positions that require one or more of the following activities: (i) driving or maintenance of powered vehicles, (ii) the operation or maintenance of boilers, elevators, construction equipment or similar dangerous machinery, (iii) the handling of hazardous materials (including, but not limited to , direct access to biological agents or toxins, (iv) dispensing prescription medications, (v) providing clinical services or (vi) being responsible for reporting on, inspecting or furthering environmental or fire safety on AUB premises.
- 3.3. Alcohol:** means any "alcoholic beverage" including any spiritual malt, fermented, brewed (lager) or other liquors or a compound or mixture of them by whatever name called or known which contains alcohol and is used as beverage.
- 3.4. Illegal drug or substance:** means any substance listed as illegal according to Lebanese law. Usually this includes substances that alter mood or judgment such as: amphetamine, cocaine, phencyclidine (PCP), opiates, cannabis (marijuana), non-prescribed narcotics, etc.
- 3.5. Controlled Substance:** is generally a drug or chemical whose manufacture, possession, or use is regulated by a government
- 3.6. Reasonable suspicion** exists when a person exhibits a pattern of impaired behavior which could be attributed to a mood altering substance (illegal substance or alcohol) and which could affect the person's performance or safety. The following behaviors observed in an identified person constitute reasonable suspicion:
- 3.6.1. Altered or slurred speech or repetitively incoherent speech.
 - 3.6.2. Violent outbursts without reasonable explanation.
 - 3.6.3. Delusional, bizarre, disruptive or psychotic behavior.
 - 3.6.4. Inability to walk steadily or obvious impairment.
 - 3.6.5. Evidence of impaired performance in the workplace or in class because of obviously impaired motor skills or sensory perception.
 - 3.6.6. Evidence of misuse of prescribed or non-prescribed drugs.
 - 3.6.7. Evidence of use of alcohol while on duty.
 - 3.6.8. Failure to fulfill duties and responsibilities.
 - 3.6.9. Repeated absences that are inadequately explained.
 - 3.6.10. Repeated tardiness for scheduled responsibilities.
 - 3.6.11. Any performance which is overtly negligent.
 - 3.6.12. Physical or verbal abuse towards any colleague, staff member or patient.
 - 3.6.13. Significant swings in normal behavior, moral or level of productivity.
- 3.7. UHS** is the University Health Services at the Family Medicine Clinics- AUBMC.
- 3.8. Authorities** the proper authority involved are as follows:

Authority	Category of suspected
Director of Human Resources AUBMC	AUBMC employee
Director of Human Resources Campus	AUB employee
Provost	Non-Medical Faculty Member
Dean of student affairs	Student
Associate Dean for Medical Education	Housestaff and Medical Students
Chief of Staff	Medical Faculty Member

4. Procedure

4.1. Reporting reasonably suspected persons

- 4.1.1. AUB community is encouraged to report to the proper authorities (section 3.7) any reasonably suspicious behavior (section 3.5).
- 4.1.2. The related authorities, in coordination with the witnesses, shall fill the form "Behavior/Incident Documentation Form" (**Appendix 9.1**) and refer it to the UHS Director or delegate.
 - a. The UHS Director/delegate shall refer the suspected person for medical assessment by the UHS occupational team.

4.2. Screening of suspected persons

- 4.2.1. In case reasonable suspicion exists, the UHS occupational team shall secure "Consent for Testing of Illegal Substances and/or Alcohol" (**Appendix 9.2**) from the suspected person and request drug and alcohol testing.
- 4.2.2. In case the person refuses the screening test, the UHS Director shall coordinate with the related authority (section 3.7) to take the proper decision according to the conditions' effect on the suspected person's personal safety and the safety of his/her surrounding.
- 4.2.3. In case the suspected person signed the consent for screening, a UHS staff shall escort the person to the AUBMC certified laboratory.
- 4.2.4. The screening test results shall be communicated back to UHS Director / Delegate.
- 4.2.5. The UHS Director shall issue a confidential report of the screening results addressed to the related authority.
- 4.2.6. In case of positive results the concerned authority may choose to discharge the suspected person, or offer him/her treatment, counseling and rehabilitation as per the following:
 - a. The suspected person shall sign a "Statement of Commitment" (**Appendix 9.3**), to be treated at his/her own expense.
 - b. The suspected person shall be suspended from work or classes until medical clearance from UHS Director.
 - c. The UHS Director shall issue an official report about the final status of the treatment course to the concerned authority for final decision.

4.3. Pre placement evaluation of employees working in safety-sensitive and high risk positions or testing after hire

- 4.3.1. **Testing requirement:** Persons hired in or transferred to safety-sensitive or high risk positions, shall be subject to drug test for alcohol and/or illegal substance.
- 4.3.2. **Notifying job applicants:** recruitment announcements for safety-sensitive and high risk positions shall include that the potential applicants, when selected, shall be subject to testing for alcohol or illegal substance. The notice shall also specify that the position is subject to random or event-related testing after hire or upon reasonable suspicion. The selected applicant shall be requested to sign a "Pre-employment Consent Statement" (**Appendix 9.4**) to the requirement of testing under this policy. The failure to sign such a statement shall make the applicant not qualified.

4.4. Self-referral

- 4.4.1. Any person may contact the University Health Services directly to seek help for alcohol or substance abuse.

5. Random Drug Testing

- 5.1. All persons occupying safety-sensitive and high risk positions or previously found with positive results shall be subject to random Drug Testing while on the Job.
- 5.2. The University Health Services shall produce on biannual basis a list of persons who shall be randomly tested for drug and alcohol.
- 5.3. The concerned authority shall be confidentially notified of those who are to be randomly tested to arrange cover for the concerned employee.
- 5.4. The testing shall take place at AUBMC Laboratory.
- 5.5. The UHS occupational physician and the community Health Nurse shall initiate the lab request and follow up on results.
- 5.6. The positive results shall be communicated confidentially to the concerned authority who shall take the appropriate actions.

6. Refusal to test or lack of cooperation

- 6.1. If the person refuses to proceed with testing or evaluation as stipulated in this policy, she/he shall be suspended immediately pending the incident review by the proper authority (section 3.7).

7. AUB Community Awareness

- 7.1. UHS shall present the policy during the orientation sessions to AUB Students, Medical Students, Employees, Housestaff and Faculty.
- 7.2. Policy shall be published on the AUB and AUBMC policies and procedures websites, and UHS website, to be accessible for all AUB community.
- 7.3. UHS shall circulate the policy by email on annual basis to AUB community

[Remainder of this page left blank intentionally. Signatures follow on next page.]

8. Appendices

- 8.1. Behavior/Incident Documentation Form
- 8.2. Consent for Testing of Illegal Substances and/or Alcohol
- 8.3. Statement of commitment
- 8.4. Pre-employment Consent Statement
- 8.5. Letter of the President Frederick Herter dated 1993

9. References

- 9.1. Letter of the president Frederick Herter dated 1993 (**Appendix 9.5**)
- 9.2. College of Charleston Policy on Alcohol and Illicit Drug Testing (<http://studentaffairs.cofc.edu/honor-system/studenthandbook/documents-pdfs/alcohol-policy.pdf>) accessed July 2013
- 9.3. Lebanese law. No. 673 issued in 16/3/1998

Appendix 8.1

Behavior/Incident Documentation Form

NAME: _____
PLACE OF INCIDENT: _____

DATE OBSERVED: _____
TIME OBSERVED _____

Record observed behavior possibly related to alcohol or substance abuse. If UHS physician determines that reasonable suspicion exists, the employee shall be required to perform a controlled substance or alcohol test.

Reasonable suspicion determined for: **Alcohol** **Drugs**
Mark items that apply and describe specifics

<p>1. WALKING/BALANCE: <input type="checkbox"/> Stumbling <input type="checkbox"/> Swaying <input type="checkbox"/> Sagging at knees</p> <p>2. SPEECH: <input type="checkbox"/> Shouting <input type="checkbox"/> Slurred</p> <p>3. ACTIONS: <input type="checkbox"/> Resisting communications <input type="checkbox"/> Fighting/insubordinate <input type="checkbox"/> Hyperactive</p> <p>4. EYES: <input type="checkbox"/> Bloodshot <input type="checkbox"/> Droopy</p> <p>5. FACE: <input type="checkbox"/> Flushed</p> <p>6. APPEARANCE/CLOTHING: <input type="checkbox"/> Disheveled <input type="checkbox"/> Having odor</p> <p>7. BREATH: <input type="checkbox"/> Alcoholic odor</p> <p>8. MOVEMENTS: <input type="checkbox"/> Fumbling <input type="checkbox"/> Hyperactive</p> <p>9. EATING/CHEWING: <input type="checkbox"/> Gum <input type="checkbox"/> Mouthwash</p>	<p><input type="checkbox"/> Staggering <input type="checkbox"/> Unsteady <input type="checkbox"/> Feet wide apart</p> <p><input type="checkbox"/> Whispering <input type="checkbox"/> Slobbering</p> <p><input type="checkbox"/> Insulting <input type="checkbox"/> Profanity <input type="checkbox"/> Crying</p> <p><input type="checkbox"/> Watery <input type="checkbox"/> Closed</p> <p><input type="checkbox"/> Pale</p> <p><input type="checkbox"/> Messy <input type="checkbox"/> Stains on clothing</p> <p><input type="checkbox"/> Faint alcohol odor</p> <p><input type="checkbox"/> Jerky</p> <p><input type="checkbox"/> Candy <input type="checkbox"/> Other</p>	<p><input type="checkbox"/> Falling <input type="checkbox"/> Holding on</p> <p><input type="checkbox"/> Slow <input type="checkbox"/> Incoherent</p> <p><input type="checkbox"/> Hostile <input type="checkbox"/> Threatening <input type="checkbox"/> Indifferent</p> <p><input type="checkbox"/> Dilated <input type="checkbox"/> Wearing Sunglasses</p> <p><input type="checkbox"/> Sweaty</p> <p><input type="checkbox"/> Dirty</p> <p><input type="checkbox"/> No alcohol odor</p> <p><input type="checkbox"/> Slow</p> <p><input type="checkbox"/> Mints</p>	<p><input type="checkbox"/> Unable to stand <input type="checkbox"/> Rigid</p> <p><input type="checkbox"/> Rambling</p> <p><input type="checkbox"/> Drowsy <input type="checkbox"/> Erratic</p> <p><input type="checkbox"/> Glassy</p> <p><input type="checkbox"/> Partially Dressed</p> <p><input type="checkbox"/> Marijuana odor</p> <p><input type="checkbox"/> Nervous</p> <p><input type="checkbox"/> Tobacco</p>
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Other Observations: _____

Did the person admit to using drugs or alcohol? Yes No

When? _____ Substance: _____

How much? _____ Where Taken? _____

WITNESSED BY:

Signature	Title	Date	Time
a.m. p.m.			
Signature	Title	Date	Time
a.m. p.m.			

Consent for Testing of Illegal Substances and/or Alcohol

I
 understand and agree that the test(s) I am to be tested for include(s) a test for drugs,
 alcohol and/or controlled substance.

I hereby give my consent to the American University of Beirut Medical Center to perform
 these tests. I understand that if I refuse to sign this consent form and thereby decline to
 take the tests, my superior will be notified, and proper action will be taken.

I understand that the test results will be communicated my superior and concerned
 authorities.

Name:
ID number:
Signature:
Date:

Statement of commitment

I, _____, was informed about the importance of treatment/counseling and follow up for my substance/alcohol dependence.

I am also aware of the consequences of any relapse that may affect my current job/academic performance.

For all these reasons, I will follow up regularly every _____ and will take my treatment (if available) and abstain from alcohol/substance completely.

I accept any random blood alcohol/drug testing requested by the UHS physician.

I do understand that, should my job/academic performance suffer due to failure in following the above mentioned instructions, I will be subject to disciplinary actions by the proper authorities as per the Alcohol and Illegal Substance Prevention Policy (SQE-LAD-001)

Name: _____

Signature: _____

ID Number: _____

Date: _____

Pre-employment Consent Statement

I, _____ hereby agree to have a drug and/or alcohol test and furnish a sample of my urine, and/or blood for analysis in conformity with the Alcohol and Illegal Substance Prevention Policy (SQE-LAD-001)

I also understand that the sample shall be collected and tested at the department of Pathology and Laboratory Medicine.

I understand that only duty-authorized AUBMC staff involved in the testing and reporting of the results will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of this information to the greatest extent possible; and that they will share this information only with the concerned authority as per the Alcohol and Illegal Substance Prevention Policy (SQE-LAD-001).

Name, _____

Signature, _____

Date: _____

Appendix 8.5



American University of Beirut

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Frederic P. Herter, M.D.
President


January 29, 1993

UNIVERSITY POLICY REGARDING DRUG-FREE WORKPLACE

The American University of Beirut hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, and appropriate action will be taken against employees for violation of these prohibitions. Specifically, employees who violate the foregoing prohibitions will be subject to appropriate personnel action, up to and including termination of employment.

As a condition of work the individual will (1) abide by the terms of this statement; and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction. Within thirty days of receiving notice to this effect with respect to any employee who is so convicted, the University will take appropriate personnel action as indicated above, or will require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by an appropriate agency in Lebanon.

A copy of this statement is to be given to each employee.



Frederic P. Herter, M.D.
President

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