

**CENTRAL NEW MEXICO COMMUNITY COLLEGE (CNM)
SCHOOL OF HEALTH, WELLNESS, & PUBLIC SAFETY (HWPS)
POLICY AND PROCEDURES FOR STUDENT SUSPECTED OF IMPAIRMENT**

- I. Purpose:** Drug or alcohol use, either while on campus or in a clinical, practical or laboratory setting, can seriously endanger the safety of patients and students, as well as render it impossible to provide safe healthcare and service. Impairment, or potential impairment, of judgment in the clinical, practical or laboratory setting places the safety of students, patients, faculty, and the general public at an unacceptable risk. Therefore, this policy will:
- A. Provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs or controlled substances that affect or are likely to affect judgment in the clinical, practical or laboratory setting.
 - B. Inform students of their responsibility to conform to all state and federal laws and regulations and CNM policies, rules and regulations regarding alcohol, drugs or controlled substances.
 - C. Provide substance abuse prevention/detection education for all faculty regarding problem recognition and implementation of this policy.
 - D. Balance the need to safeguard the public with the student's rights.
- II. Policy:** Although CNM enforces a policy regarding substance abuse, the special needs of the School of Health, Wellness and Public Safety requires additional procedures for handling the suspected drug/alcohol impairment of students enrolled in HWPS coursework designated as clinical, practical or laboratory courses. Due to the nature of the course of study, students enrolled in such HWPS clinical/practical/laboratory courses must not be under the influence of any substance (regardless of whether the use of substance is legal or illegal) which impairs or is like to impair their clinical judgment while in the patient care, clinical, practical or laboratory setting. This policy demonstrates the School of Health, Wellness and Public Safety's commitment to safeguard the health of students and the public and provides a safe place for students to learn.
- III. Definitions:**
- A. Legal Drugs – Legal drugs include medications prescribed by a physician for a specific individual and over-the-counter medications. The School of Health, Wellness and Public Safety prohibits the use/abuse of such drugs to the extent that behavior or judgment is adversely affected.
 - B. Illegal Drugs – Illegal drugs include those controlled substances (certain drugs or substances that are subject to, or have a potential for, abuse or physiological dependence) under federal or state law that are not authorized for sale, possession or use/abuse (in confirmed, detectable levels), and legal drugs which are obtained or distributed illegally. Manufacture, use/abuse, possession, sale, purchase or transfer of illegal drugs is prohibited. The CNM Student Code of Conduct further elaborates this policy.
 - C. Impairment – A chemically impaired person is one who is under the influence of a prescribed or unprescribed substance that interferes with mood, perception, consciousness, or mental focus resulting in physical and/or behavioral characteristics which affect the individual's ability to meet standards of performance, behavior and/or safety in clinical, practical or laboratory course settings.
- IV. Legal Use of Substance Under Direction of Physician:** A student taking legal drugs must be able to provide documentation of a medical reason for such use in the event of a positive drug screen. This student may not participate in any clinical, practical or laboratory setting if impaired. All attendance policies remain in place and the student remains responsible for completing all requirements of the course or program.

V. Factors Suggesting Impairment: Current students, while in patient care, clinical, practical or laboratory settings, may be asked to submit to a drug test if cause or reasonable suspicion of substance use exists. Factors which could establish cause/reasonable suspicion include, but are not limited to:

- A. Unsteady gait
- B. Unusual sleepiness or drowsiness
- C. Slurred speech or change in the student's usual speech pattern
- D. Bloodshot eyes
- E. Unusually disheveled appearance
- F. Aggressive tone
- G. Physical aggression
- H. Odor of alcohol or marijuana
- I. Residual odor peculiar to some chemical or controlled substances
- J. Unexplained and/or frequent absenteeism during a scheduled class, clinical, or laboratory
- K. Personality changes or disorientation
- L. Inappropriate behavior which suggests that the student is under the influence of a chemical substance that impairs or could impair clinical, practical or laboratory judgment
- M. Failure to follow instructions or operating procedures
- N. Violation of clinical, practical or laboratory facility or CNM safety policies
- O. Involvement in an accident or near accident
- P. Marked decrease in manual dexterity and/or coordination in body movement
- Q. Presence of drugs/drug paraphernalia in student's possession
- R. Alcohol in a student's possession
- S. Theft or absence of narcotics from the student's clinical or practical site

VI. Substance Use Testing Procedures:

- A. The student will be removed from the classroom, clinical laboratory or clinical experience without delay and will be given an opportunity to explain his/her behavior. If the instructor/preceptor reasonably suspects impairment, the instructor must notify CNM Security.
- B. The student shall be sent for a drug screen to a suitable laboratory designated by CNM. The student will not be able to return to class, clinical, laboratory or clinical experience course until the Program Director, the Dean or Associate Dean of the School of Health, Wellness and Public Safety, the Dean of Students or their identified designees deem it appropriate. The student remains responsible for all course or program requirements during such period.
- C. The student suspected of impairment will be sent for a 10+ alcohol forensic urine drug screen with split specimen and proper chain of custody by a laboratory that is certified by the Substance Abuse Mental Health Services Administration for DHHS/DOT testing and accredited in Forensic Urine Drug Testing by the College of American Pathologists (CAP-FUDT). The preceding requirements regarding custody and certification also apply to any retest. Some screening sites may use a Breath Analyzer Test for alcohol. A facility that is licensed in compliance with the law will be used for the testing.
- D. The student will be given a drug screening referral form (see Appendix to this document) and will take the form to the testing site immediately. The student must report to the testing site within one hour from the time the drug screen referral form is completed. The student shall provide the instructor with his/her current phone number
- E. The student shall take a government issued picture identification card, such as a driver's license, with him/her to the testing facility.

- F. The student may not drive him/herself to the testing facility. The student may have someone else give him/her a ride to arrive at the lab site within one hour, or the instructor will arrange for transportation for the student from the class, practical, laboratory, or clinical site to the designated testing site through the School of Health, Wellness and Public Safety. The student will also be provided transportation from the testing facility to home.
- G. CNM will pay for drug/alcohol screening whether the results are positive or negative. The student shall be informed of the test result. If the test result is positive, a student may request and pay for a retest of the collected urine specimen at the designated laboratory or another certified laboratory. Results of the test and contents of the suspected impairment form (see Appendix) shall remain confidential and may be released only to the Dean of HWPS and the Dean of Students or the deans' designee and those with a legitimate need to know.

VII. Consequences:

- A. **Negative Results:** the student will meet with the instructor and the Program Director within two working days (not including Saturday or Sunday) of the receipt of the test results. During this meeting, the student will have an opportunity to present information regarding the matter. Behavioral issues that prompted the drug/alcohol screen will be discussed and a decision will be made as to whether disciplinary action will be taken. If disciplinary action is indicated, the matter will be referred to the Dean of Students Office. The outcome of the decision (whether or not disciplinary action is needed) will be sent to the Dean of HWPS.
- B. **Positive Results,** the following actions will occur:
 1. The student will be notified by the Program Director, the Dean or Associate Dean of HWPS, or an identified designee of the results of the test and that the student cannot return to the clinical, practical or laboratory setting until approved to do so by the Dean of Students Office.
 2. All documentation will be sent to the Dean of Students Office for further action.
 3. The student shall contact the Dean of Students Office by the next working day after being notified of the test results.
 4. The student may request a retest of the split specimen at their own expense at another certified laboratory as described above. The repeat drug screen must be conducted within 3 business days upon receipt of results from the Office of Verification and Compliance.
- C. **Admission of guilt:** If the student admits to being impaired by drugs or alcohol, they will be removed from the clinical, practical or laboratory site and treated as though for a positive drug screen. Documentation will be forwarded to the Dean of Students Office for further action.
- D. **Failure to report for screening/refusal of screening:** Students must report to the testing site within the time required (one hour) or refuses to have a drug screen completed, such failure or refusal shall be treated as though for a positive drug screen. All documentation will be forwarded to the Dean of Students Office for further action.
- E. **In the event of disciplinary action:** If disciplinary action includes removal from the HWPS program and/or CNM and the student thereafter requests and is allowed to return to any HWPS program, the following steps will be required prior to re-entry:
 1. All CNM and the School of Health, Wellness and Public Safety requirements associated with the removal must be met.
 2. The student must provide a clean drug and alcohol screen prior to re-entry.
 3. The student must submit to random urine screens as long as the student remains enrolled in a clinical, practical or laboratory program within the School of Health,

Wellness and Public Safety. An outside agent will be used, such as the Monitored Treatment Program.

4. A positive test will result in referral to the Dean of Students Office for further action, with a recommendation from the Dean of HWPS for permanent removal from the School of Health, Wellness and Public Safety.
5. Students testing positive for drugs and/or alcohol will be strongly advised to complete a Drug/Alcohol Rehabilitation Program.

F. **Conviction of a criminal drug statute:** while enrolled in an HWPS program will result in referral to the CNM Dean of Students Office for possible further action.

G. **Contracts with clinical sites**

1. All contracts with individual sites will be honored.
2. Refer to individual clinical contracts for details.

CNM HWPS: Suspected Impairment Form

Student Name:	Date:	Time:
Course:	Location of event:	
Student Home Address (needed for safe transportation home, if treating as a positive drug/alcohol test)		

This student was removed from the clinical, practical or laboratory setting, based on the factors indicated below. This student may not return to clinical, laboratory or classroom until they meet with the Program Director and the Dean of School of Health, Wellness and Public Safety and/or the Dean of Students.

- Unsteady Gait
- Bloodshot eyes
- Unusual sleepiness or drowsiness
- Unusual disheveled appearance
- Slurred speech or in a different pattern from the student’s unusual pattern
- Aggressive Tone (describe below)
- Physical aggression (describe below)
- Odor of alcohol or marijuana (circle one)
- Residual odor peculiar to some chemical or controlled substance (describe below)
- Unexplained and/or frequent absenteeism during a scheduled class or clinical laboratory
- Personality changes or disorientation
- Discovery or presence of drugs/drug paraphernalia and/or alcohol in student’s possession (circle all that apply)
- Failure to follow instructions or operating procedures
- Violation of safety policies of the clinical, practical or laboratory facility or CNM
- Involvement in an accident or a near accident
- Marked decrease in manual dexterity and/or coordination in body movement
- Theft or absence of narcotics from the student’s clinical or practical site
- Other behaviors (describe below)

Other comments (include length of time observed, distance from student and how student responded when confronted): The following witness also observed the behavior (s) noted:

Witness (Print Name)

Witness Signature

Instructor/Preceptor (Print Name) Time/Date

Instructor/Preceptor Signature

(If a preceptor, please print the time that a CNM instructor was notified and the instructor’s name in the space below)

CNM HWPS: Suspected Impairment Form (Continued)

Student Name _____

The actions taken were (check which applies):

CNM Security (505 224-3002) was notified of a student who was suspected of impairment

(Date) (Time)

The student was sent for drug/alcohol test at

(Date) (Time)

- The student may not return to the clinical, practical or laboratory setting until results are known and approved to do so.
 - The student must take government picture identification to the drug-testing site.
 - The student has a maximum of one hour to report to the drug-testing site from the time at which the drug screening referral form is completed.
 - A split specimen will be collected in the event the student requests the urine specimen to be re-tested.
- The student admits to being under the influence of _____ and shall be treated as having a positive drug/alcohol test. **THE STUDENT MUST SIGN THE FORM**
- The student refused to go for a drug/alcohol test as described and shall be treated as having a positive drug/alcohol test.

TRANSPORTATION Yellow Cab (Checker) Dispatch 505-247-8888

(Blanket order number can be found on CNM Learn, HWPS Community, Suspected Impairment)

- The student may arrange for transportation, however, they may not drive themselves. If they cannot arrange transportation, CNM will provide transportation from the clinical, practical, or laboratory site to drug-testing site (or home if admission to being under the influence).
- If CNM provides transportation to the drug-testing site, then CNM will also provide transportation to the students' home.

A positive drug or alcohol test will result in immediate referral to the Dean of Students Office for disciplinary action. Self-admission of drug or alcohol impairment or refusal to go for a test will also result in immediate referral to the Dean of Students Office. All information is to be kept confidential.

Instructor/Preceptor (Print Name) Time/Date Instructor/Preceptor Signature

Student (Print Name) Time/Date Student Signature

If student would not/could not sign, please indicate reason or reasons given:

Witness (Print Name) Time/Date Witness Signature

Copies of this form shall be given to: the student, the Dean of HWPS, the Program Director, the instructor and one placed in the student file.

Drug Screening Referral Form (for use by testing agency)

To: Quest Diagnostics

<input type="checkbox"/> 8900 San Mateo NE Albuquerque NM 87113 Phone: 505-822-5522 Hours M-F 7:00 am-5:30 pm
<input type="checkbox"/> Outside Albuquerque contact the clinical site. Testing is covered under the clinical contract blanket order.
<input type="checkbox"/> After hours in Albuquerque contact Client Services 866-406-7103 to schedule an on-site visit or send student to a Quest location.

From: Program Entry & Compliance Manager
School of Health, Wellness and Public Safety
Central New Mexico Community College
525 Buena Vista SE JS 402
Albuquerque, NM 87106
(505) 224-4111

_____ (Print Student Name) is to obtain a 10+alcohol forensic urine drug screen with a split specimen and proper chain of custody. In addition, the student is to have a breath analyzer test for alcohol. Results of both tests are to be clearly marked “CONFIDENTIAL” to the Program Entry & Compliance Coordinator at the above address.

The student shall take a government issued picture identification card, such as a driver’s license, with him/her to the testing facility.

I, _____ (Print Student Name) give permission for Quest Diagnostics to release the results of this drug screen to the Program Entry & Compliance Manager person named below at CNM.

Immediate results will be called to _____ Ebony Sanders _____ at 505 224-4111
(Program Entry & Compliance Manager) (Phone Number)

Student (Print Name) Time/Date Student Signature

Instructor/Preceptor (Print Name) Time/Date Instructor/Preceptor Signature