| Verde Valley Medical Center
Northern Arizona Healthcare | LABORATORY DEPARTMENT

POLICIES AND PROCEDURES | Department:
General Lab |
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| | | Number:
64.0-Genl-gu-9/2013 |

"FOR CAUSE" BLOOD ALCOHOL DRUG SCREENS FOR EMPLOYEE HEALTH

POLICY: A blood sample for a blood alcohol test for legal purposes may be performed as requested by Employee Health or the CRC on duty on employees only.
This will be a chain of custody (COC) test request.

PROCEDURE:
1. Employee Health (EH) or designee will notify the laboratory when there is a 'for cause' blood alcohol that needs to be collected.
2. Employee health or the CRC will notify security if the employee is combative
3. In order for the employee to be drawn privately, Employee Health or designee will arrange to meet a Lab Assistant in the Mingus unit or Outpatient Lab if it is off hours.
4. A kit in kept in the Outpatient Laboratory will be designated to be used in the alcohol testing of an employee. The lab assistant will need to bring the kit with them.
5. The kit will consist of non-alcohol cleanser, two green top tubes, and gauze Employee
6. Employee Health or the CRC will provide the blood alcohol COC form.
7. The chain of custody (COC) form must be completed by the employee and the Lab Assistant.
8. **Refer to HR policy 8.3**.
   The MRO (Medical Review Officer) is:
   > Employee Health Department
   > VVMC
   > 269 S. Candy Lane
   > Cottonwood, AZ. 86326
   > 928-639-6397

   There are 5 copies in the COC form for legal blood alcohol testing:
   > ➤ Confirmatory Laboratory - Copy 1(If necessary – place in lock box with COC specimen
   > Employee Health (2 copies)
   >   ➤ Medical Review Officer – Copy 2
   >   ➤ Employer - Copy 4
   > Collector
   >   ➤ Copy 3 – place in Lab Director's Mail Slot
   > Employee
   >   ➤ Copy 5 – Donor Copy – give to Employee
9. The lab assistant will draw two green top tube using non-alcohol cleaner to cleanse the arm. Both tubes are labeled by hand in front of the employee.
10. One green top tube is sealed in front of the employee with the COC seal and placed in a plastic bag. This will be kept for two weeks in a locked box unless it is needed for confirmatory testing by another Laboratory.
11. The additional green top tube will be run at VVMC Laboratory.
12. Register as a Client Bill using Employee Health as the client.
13. Use EH for the last name and the Lawson (Cerner) number for the first name.
14. Order the blood alcohol test in Cerner, print labels and label the green top specimen.
15. Give the blood sample to the Chemistry Technologist.

16. The Technologist will perform the testing and the results will be verified in Cerner.
17. The results will be called to Employee Health staff or CRC. The Technologist will document in Cerner who the results were called to, the date and time and their initials.
18. If the results are positive or the employee questions the results, the Technologist will be instructed by Employee Health or the CRC to send the confirmatory specimen along with the appropriate COC form to Flagstaff Medical Center.
19. If the results are negative, the COC form and the sealed blood sample will be kept in the locked box in the Lab Director's office.
20. Arrange to have Security unlock the Lab Director's door if it is off hours.
21. The keys to the locked box will be hanging on the side of the box. Once the sample is placed in the box, call the CRC to pick up the keys.
22. The CRC will give the keys to the Lab Director at their earliest convenience.
23. The sealed blood sample will be kept for 2 weeks.
24. It is the responsibility of the Lab Director to discard the sealed blood sample after 2 weeks.
25. The form will be kept for 2 years.
26. The plasma from the tested specimen will be placed in a rack labeled "Legal Blood Alcohols" in the send out freezer and kept for one year. Please notate a date on the tube to discard specimen.
27. The lab assistant will call Environmental Services to do any necessary cleaning of the room once all testing has been completed.