
EMERGENCY DEPARTMENT POLICIES

SUBJECT: Toxicology Testing of Employees in the Emergency Dept.

NO. 6.1

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Original date of issue: 6/87

Reviewed:	11/93	5/98	5/99	1/00	4/06		
Revised:	6/89	6/91	5/94	2/97	9/97	6/01	4/03

Patient Population

Neonate	
Pediatric	
Adolescent	
Adult	√
Geriatric	

POLICY:

Urine and blood toxicology testing for an employee on duty will be performed in the Emergency Department when Employee Health Service (EHS) is closed and a supervisor has reasonable suspicion that the employee is under the influence of an illicit substance or alcohol. The supervisor must escort the employee to the Emergency Department.

This policy does not apply to employees in the Psychiatric Emergency Department.

Results, for all known employees of the Medical Center (identified on lab slip) will be confidential.

IMPLEMENTATION:

- 1.) The employee must be positively identified as the individual selected for testing.
Methods of identification are:
 - Photo identification (e.g., driver's license, employee badge)
 - Positive identification by the employee's supervisor/employer representative
- 2.) The nurse asks supervisor what tests are requested: urine toxicology and/or alcohol blood level.
- 3.) The nurse makes note in chart:

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Specimens requesting urine for toxicology screening and/or alcohol blood level according to Emergency Department policy.

4. Employee signs a release of information form for test results to be released to his/her supervisor and Labor Relations. (Attachment A). An employee who refuses to be medically evaluated or release the results of such evaluation to the Medical Center (as employer) will be relieved from duty by their supervisor and will be subject to disciplinary action up to and including discharge. Human Resources Policy #15.2
5. Unnecessary clothing and belongings are not allowed in the bathroom with the patient. If during the course of a collection procedure the nurse notices any unusual behavior that indicates a donor may attempt to tamper with or adulterate a specimen (for example as evidenced by a bulging or overstuffed pocket), request that the donor empty his/her pockets, display the items, and explain the need for such items at the collection.

Additional collection kits and outside laboratory slips for urine toxicology are available from EHS. Bluing is available in the Urgent Care soiled utility room with the consent and chain of custody forms.

6. **For Blood Alcohol Testing**

- a.) Prepare venipuncture site with appropriate disinfectant agent other than alcohol.
- b.) Use a red top tube
- c.) Order alcohol, serum quantitative
- d.) Sign chain of custody form (Attachment B)
- e.) Hand deliver to Laboratory with chain of custody form
- f.) Have laboratory personnel sign form which is brought back to the unit and placed in the chart

For Urine Toxicology Testing*

- a.) Obtain specimen collection packet from storeroom
- b.) Instruct donor to empty pockets in presence of ED nurse, to wash and dry hands
- c.) Tape faucets prohibiting flow of water
- d.) Add bluing agent to the toilet bowl to discourage dilution of the specimen
- e.) Give patient a wrapped/sealed collection container
- f.) Remain outside closed door
- g.) Receive specimen from donor. Both the nurse and donor must maintain visual contact of the specimen until the labels/seals are placed on the bottle cap

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- h.) Inspect the specimen for:
- unusual color, odor or other signs of adulteration
 - volume, to ensure there is at least 45 ml.
 - temperature, the temperature is read from the temperature strip affixed to the specimen bottle or collection cup. The acceptable range is 32° -38° C (90° -100°F)
- i.) Place Chain of Custody Tape over specimen and have donor initial tape.
- j.) Complete toxicology test order form (Attachment C)
Month, day, year, hour and minute specimen was collected.
Social Security # and 1st initial of employees last name
Sign and date order form
Signature of ED RN at collection site.
- 7.) Results of toxicology testing are handled by EHS. Fax consent form to EHS (212) 426-7704 to alert them that a result is pending. Stamp form with employee's name plate (EHS needs unit number).

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 - volume, to ensure there is at least 45 ml.
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 - i.) Place Chain of Custody Tape over specimen and have donor initial tape.
 - j.) Complete toxicology test order form (Attachment C)
Month, day, year, hour and minute specimen was collected.
Social Security # and 1st initial of employees last name.
Sign and date order form
Signature of ED RN at collection site.
 - k.) Have donor sign and date form.
 - l.) Package specimen in Bio hazard container for Off site transport to laboratory. Sign all appropriate places.
 - m.) Lock specimen with chain of custody form in Sexual Assault Refrigerator.
 - n.) Endorse to charge nurse that there is a specimen that needs to be hand delivered to (EHS) when EHS next opens.
 - o.) Anytime a new person handles specimen the Chain of custody form must be signed.
- 7.) Results of toxicology testing are handled by EHS. Fax consent form to EHS (212) 426-7704 to alert them that a result is pending. Stamp form with employee's name plate (EHS needs unit number).

Attachment A

Consent form

I _____ consent to have a blood and/or urine toxicology screening performed. Results will be released to my supervisor and Labor Relations.

Patient's Signature

I _____ refuse to have toxicology screening done at this time.

Patient's Signature

THE MOUNT SINAI HOSPITAL
EMPLOYEE HEALTH SERVICE

CHAIN OF CUSTODY FORM FOR SPECIMEN DELIVERY

SPECIMEN/PATIENT INFORMATION

This sheet is to stay with the specimen at all times. Upon completion of the test, this form will stay on file in the Department of Chemistry.

Alcohol swabs should not be used to clean the site of venipuncture. Fill the tube completely and deliver to Chemistry immediately. If there is a delay in specimen delivery, then place the sample on ice. Once the sample is collected, do not remove the stopper until the analysis is ready to be performed.

<u>DATE</u>	<u>TIME</u>	<u>NAME</u>	<u>TITLE</u> <u>DEPT.</u>
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1. SPECIMEN DRAWN: _____
2. RECEIVED BY: _____
3. RECEIVED BY: _____
4. RECEIVED BY: _____
5. RECEIVED BY: _____
6. RECEIVED BY: _____
7. RECEIVED BY: _____
8. RECEIVED BY: _____