

The Newcastle Upon Tyne Hospitals NHS Foundation Trust

Policy Regarding Alcohol, Drugs & Other Substances Which Could Affect Performance at Work

Effective: September 2010

Review: November 2012

1. Introduction

- 1.1 The Trust is committed to promoting the general well being of all its employees. It recognises that excessive use of and/or dependence on alcohol, drugs or other substances by any of its employees may affect their own health and can also affect their attendance, performance, working relationships, relations with patients and the general public, and have an impact on their own health and safety at work as well as others.
- 1.2 It is important for managers to be able to distinguish between isolated incidents of alcohol, drug and other substance misuse which may need to be addressed using the Trust's Disciplinary Policy/Procedure and a more consistent pattern of use that can characterise an underlying problem.
- 1.3 The purpose of this policy is to ensure that employees with alcohol, drug or other substance related problems are dealt with sensitively and in a way that is intended to help and support them to overcome these problems. As a result, it may be appropriate to deal with certain dependency cases in accordance with the Trust's Employee Wellbeing Policy.
- 1.4 All incidents which involve an employee taking illegal drugs or substances will be addressed in accordance with the Trust's Disciplinary Procedure.
- 1.5 This policy also provides guidance on situations where an employee is not fit for duty but does not have an alcohol, drug or other substance related problem, for example, consuming alcohol or drugs at times when this may have an effect on their performance at work. In such circumstances, it may be appropriate to deal with the matter in accordance with the Trust's Disciplinary policy/procedure.
- 1.6 When an incident/accident or 'near miss' occurs at work, the Trust reserves the right in its absolute discretion, to ascertain if alcohol, drugs or substance abuse was a contributory factor and is a relevant consideration. It is important that from a health and safety perspective the Trust is able to determine if an individual is competent to carry out their job role and to take steps to avoid an individual's behaviour placing other employees and patients at risk. As a result, the Trust reserves the right to conduct testing on employees where appropriate e.g. where an incident/accident or 'near miss' has occurred or where there is a suspicion regarding an employee's demeanor or behaviour. Any such testing will be carried out in accordance with the process outlined within this policy.

2. General Principles

- 2.1 Potential hazards arising from staff undertaking activities under the influence of alcohol, drugs or other substances are a risk to the Trust.
- 2.2 A risk assessment of the risks arising from potential alcohol, drug or other substance abuse is a legal requirement under the Management of Health & Safety at Work Regulations 1999. Knowingly allowing an employee to continue working if

affected by alcohol, drugs or other substances could render the Trust liable to prosecution.

- 2.3 Alcohol, drugs and other substances have adverse effects at work. For example, hangovers can lead to absenteeism and/or impair performance and the smell of alcohol on an employee undermines confidence in that person and consequently in the Trust.
- 2.4 Alcohol, drugs and other substances should not be consumed during a work shift; including any rest breaks, for instance, lunch breaks.
- 2.5 Employees must not work, including when on-call and/or stand-by, whilst under the influence of alcohol, drugs or any other substances.
- 2.6 Being unfit for duty through the consumption of alcohol, drugs or other substances is treated very seriously by the Trust and will normally be regarded as a disciplinary matter. Being unfit for duty constitutes Gross Misconduct under the Trust's Disciplinary Rules and carries a penalty of summary dismissal if it is to such an extent that:
 - he/she puts himself/herself or others at risk, or
 - he/she cannot carry out his/her duties effectively, or
 - he/she causes sufficient disquiet and removes the confidence of patients, staff or the public
- 2.7 Employees found consuming alcohol, illegal drugs and/or other substances whilst at work will be subject to disciplinary action. Employees abusing/misusing, whether deliberately or unintentionally legally prescribed drugs whilst at work, such as, tranquillisers and solvents may also be subject to disciplinary action.
- 2.8 If and once any disciplinary action has been taken by the Trust, it may be necessary to notify an individual's professional body that a breach of the professional code of conduct has occurred and/or the police in the case of illegal substances.
- 2.9 Employees who commit a criminal offence due to alcohol, drugs or other substances consumption/abuse outside of work, will be dealt with in accordance with the Trust's Disciplinary Policy/Procedure – refer to Appendix B of the Disciplinary Policy/Procedure.

3. Scope of the Policy

- 3.1 This policy applies to all employees, including contractors, agency workers, volunteers, those engaged on clinical access/observer status placements and anyone else engaged to work in the Trust. The general principles embodied in this policy will apply to those individuals who although not Trust employees are subject to the application of Trust policies and procedures.
- 3.2 Testing for alcohol, drugs and other substances will not be requested for individuals that are not employees of the Trust. However the Trust reserves the right to contact the individual's employer where concerns arise and explain those concerns.
- 3.3 This policy does not override the special arrangements for Hospital and Community Medical and Dental staff set out in HC (82)13. Medical and Dental staff may also seek assistance through the voluntary 'Sick Doctor' schemes operated by various

Specialty Associations.

4. Alcohol

- 4.1 It is important to promote awareness amongst employees of the limits of safe and sensible drinking and to create a working environment that discourages inappropriate drinking. It is also important to identify problem drinkers in the workplace so that help and support can be offered in a consistent, sensitive and confidential manner.
- 4.2 All employees have a duty of care to ensure that the confidence of patients and colleagues is not affected by the consumption of alcohol.
- 4.3 The Trust advises that alcohol should not be consumed eight hours or less before starting a shift including on-call and/or stand-by duty.
- 4.4 It is not acceptable for the smell of alcohol to be present on an employee. If an employee is found at work smelling of alcohol an investigation will be conducted and the employee may be required to undergo the testing process outlined within this policy.

5. Drugs and Other Substances

- 5.1 It is important to promote awareness amongst employees of the dangers of drug and other substances misuse and/or abuse.
- 5.2 Drug and other substances misuse and/or abuse refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of legally prescribed drugs, such as tranquillisers and solvents.
- 5.3 The Misuse of Drugs Act 1971 (MDA) is the principal legislation in the UK for preventing misuse of controlled drugs. The MDA lists the drugs that are subject to control and classifies them in three categories – A, B or C - according to their relative harmfulness when misused and the different levels of penalty for possession and/or supplying.
- 5.4 General guidance is as follows:
 - Class A** drugs include ecstasy, LSD, heroin, cocaine, crack, 'magic mushrooms', methylamphetamine (crystal meth) and other amphetamines if prepared for injection.
 - Class B** drugs include cannabis, amphetamines, Methylphenidate (Ritalin), Mephedrone and Pholcodine.
 - Class C** drugs include most tranquillisers, some painkillers, GHB (Gamma hydroxybutyrate) and Ketamine.
- 5.5 Under MDA, if you knowingly permit the unauthorised and/or unlawful use, production or supply of any controlled drugs on Trust premises you could be committing an offence. This practice is illegal and any employee found to have permitted this or done so they will be subject to disciplinary action.
- 5.6 Misuse of drugs can seriously harm the user's health. For example, ecstasy has been linked to liver and kidney problems; cocaine causes damage to the lungs and

LSD can trigger psychological problems. Other effects that may be potentially harmful include hallucinations, poor concentration and impaired coordination. These effects can create the greatest problems in the work place as they increase the risk of accidents/incidents to users and/or others. Additionally, employees who misuse drugs and/or other substances are unlikely to be able to work to their full potential and can often have higher absenteeism levels than other employees.

- 5.7 Employees found supplying, consuming or in possession of illegal drugs or other illegal substances, or found illegally supplying or misusing legally prescribed drugs, such as tranquillisers, or solvents whilst at work, or taking substances from work, will be subject to disciplinary action. Any matters concerning illegal drugs will also be reported to the police.

6. Testing for Alcohol, Drug and Other Substances

- 6.1 The Trust will conduct 'For Cause' testing for alcohol, drugs and other substances. 'Post Incident' screening is vital for safety critical workplaces like the Trust and is used to establish whether drugs, alcohol or other substances were a causal factor in an accident, incident or 'near miss'. This type of screening may also be considered where an employee appears to be under the influence of alcohol, drugs or other substances whilst at work.

- 6.2 'For Cause' Testing will be applied as follows:

6.2.1 Following an employee's involvement in a workplace accident, incident or 'near miss' that has caused or could have caused a danger to health and safety:

- a) Immediately following such an incident, as part of the investigation, consideration will be given to the requirement for the individual to provide a urine test.
- b) This request will be made by a member of the Directorate Management Team, who must seek prior advice from the Human Resources Department. The member of the Directorate Management Team can request

Occupational Health to conduct the test; however they will oversee the overall process. If the incident, accident or 'near miss' occurs out of hours, then the Patient Service Coordinators will conduct the test and contact the appropriate manager. In the case of medical and dental staff they may contact the Medical Director on call.

- c) The employee will be entitled to have a witness present .e.g. trade union/staff organisation representative or work colleague. The Occupational Health Advisor or Patient Services Coordinator (depending upon the time) will administer the test.
- d) The employee must be accompanied and escorted to the venue where they will undergo the test. Staff should be escorted to the Emergency Admissions Suite at the Freeman Hospital or at the RVI (out of hours) or to the Occupational Health Department at Newcastle General Hospital during normal working hours.
- e) The process will take place in private, in an appropriate consultation

room and the employee will be asked to voluntarily consent and sign a written statement agreeing to undergo the test (See Appendix 3 for Consent Form)

- f) If either the drug or alcohol test shows a 'positive' result, the individual will be suspended immediately pending further investigation. (See Disciplinary Policy/Procedure) and a referral to Occupational Health strongly advised.
- g) The sample will be sent for confirmation of result to a Trust laboratory. All samples will be managed in accordance with national guidance published by the Royal College of Pathologists 'Guidelines for Handling Medico legal Specimens and Preserving the Chain of Evidence'. For further information please see <http://www.ibms.org/go/media-centre:publications:professional-guidance>.
- h) During the investigation the employee will be asked if they have a problem with alcohol, drug or other substance abuse. If the employee confirms they have and that they wish to address it, they will be offered support to resolve their issue through referral to Occupational Health and for treatment. The investigation will continue until conclusion.
- i) If the individual states they do not have a problem with alcohol, drugs or other substance abuse, they will be informed that the test result will be considered as a contributory factor in an accident/incident or 'near miss' investigation and may result in disciplinary action being taken against the individual. Referral to the ISA and/or the employee's professional body may be appropriate also.
- j) If the drug or alcohol test shows a 'negative' result, the result will be recorded and the incident or accident investigation will continue. Subsequently, the employee may be invited to attend a meeting to discuss the incident/accident or 'near miss'.

6.2.2 Where the Trust has grounds to believe or suspects that an employee is or may be under the influence of alcohol, drugs and/or other substances:

- a) The line manager will record any observations and will contact a member of the Directorate Management Team.
- b) The individual must voluntarily consent to undergoing a test/providing a sample (See Appendix 3 for Consent Form).
- c) The employee will be entitled to have a witness present, e.g. a trade union/staff organisation representative or a work colleague.
- d) This request for a test to be undertaken will be made by a member of the Directorate Management Team, who must seek prior advice from the Human Resources Department. The member of the Directorate Management Team can request that Occupational Health conduct the test; however they will oversee the overall process. If the observations regarding an employees' behaviour occur out of hours, then the Patient Service Coordinators will undertake the test, contact the

appropriate manager and in the case of medical and dental staff may contact the Medical Director on call.

- e) The employee must be accompanied and escorted to the venue where they will undergo the test (see section 6.2.1 (d)). The process will take place in private and in an appropriate consultation room.
- f) If the test shows a 'positive' result, the individual will be suspended immediately pending further investigation (See Trust's Disciplinary Policy/Procedure). Referral to the ISA and/or the employee's professional body may be appropriate also.
- g) The sample will be sent for confirmation of result to a Trust laboratory. All samples will be managed in accordance with national guidance published by the Royal College of Pathologists 'Guidelines for Handling Medicolegal Specimens and Preserving the Chain of Evidence'. For further information please see <http://www.ibms.org/go/media-centre/publications:professional-guidance>.
- h) During the investigation the employee will be asked if they have a problem with alcohol, drug or other substance abuse. If the employee's confirms they have and that they wish to address it, they will be offered support to resolve their issue through a referral to Occupational Health and for treatment.
- i) If the drug or alcohol test shows a 'negative' result, the result will be recorded. The employee will be advised that they will be invited to a meeting with their line manager to discuss the reasons for the action having been instigated. It is anticipated that any such discussion would take the form of counselling.

The employee's voluntary written consent will be required for each screening procedure (See Appendix 3 for Consent Form). Unreasonable refusal to consent may result in suspension without pay whilst an investigation is conducted, and it may also be regarded as a suggestion of guilt.

7. Role of Managers

- 7.1 To be aware of and implement this policy and to promote awareness of this policy amongst their employees.
- 7.2 A manager may feel that work problems occur because of alcohol, drug or other substance abuse. To help identify these see Appendix 1 for a list of signs and symptoms common to alcohol, drug or other substance misuse. Managers have a responsibility to monitor their employee's job performance. If problems are suspected or identified, steps must be taken immediately in accordance with this policy.
- 7.3 It is important that managers do not attempt to diagnose or treat problems. They should act sensitively and supportively in accordance with this policy. Where appropriate, employees should be encouraged to seek skilled help and advice. For further help see Appendix 2, which is guidance for discussing identified problems with staff.

8. Role of Occupational Health

- 8.1 To promote awareness of alcohol and other substance abuse problems and encourage early identification. To provide advice and guidance to individual employees and managers and to refer individual employees for more specialist help if appropriate. They should be closely involved in any recovery programme and provide effective communication between the employee, manager, GP, and any specialist agency.
- 8.2 To provide assistance and general information to help monitor the effectiveness of this policy.
- 8.3 To administer the urine test during normal working hours

9. Role of Laboratory Medicine

- 9.1 To receive samples, to analyse and provide data regarding a sample to the relevant member of the Directorate Management Team and/or Occupational Health.
- 9.2 To maintain strict confidentiality at all times in respect of any sample. Furthermore, in view that the sample may belong to a fellow Trust employee; such samples must be handled especially sensitively.
- 9.3 To manage all samples in accordance with national guidance published by the Royal College of Pathologists 'Guidelines for Handling Medicolegal Specimens and Preserving the Chain of Evidence'.

10. Role of Trade Unions/Staff Organisations

- 10.1 Trade Unions/Staff Organisation Representatives have a responsibility to encourage employees to seek advice and assistance through this policy.
- 10.2 Where employees are required to attend informal meetings with their managers and representatives from Human Resources in respect of alcohol, drug or other substance abuse, employees may request to be accompanied by a trade union/staff organization representative, or a work colleague. If accompaniment is requested, the request will be considered. There is no statutory right to be accompanied.
- 10.3 Where employees are required to undergo a test for alcohol, drugs and/or other substances, employees have the right to be accompanied by a trade union/staff organisation representative, or a work colleague.

11. Role of Employees

- 11.1 Employees who are concerned about their health, or who know they have an alcohol, drug and/or other substance abuse problem, should seek advice and help as soon as possible. The help offered will be sympathetic and in confidence.
- 11.2 Employees who are aware or suspect that a colleague may have an alcohol, drug and/or substance abuse problem should not hide the issue; to do so may put employees, colleagues and particularly patients at risk. Employees should encourage their colleague to seek help and advice whilst observing the need for confidentiality.
- 11.3 If the colleague will not accept help, then an approach should be made in

confidence to the line manager, Human Resources Officer, or the Occupational Health Department.

- 11.4 In cases where the matter is a misconduct issue, employees should consider using the Trust's Whistleblowing policy to bring this to the attention of management.

12. Role of the Human Resources Department

The Human Resources Department is available to advise and support both employees and line managers in the application of this policy and to monitor its effectiveness. The Human Resources Department will also aid managers in conducting any required investigations.

13. Procedure for Handling Employees with Alcohol, Drug & Other Substance Related Problems

Should an employee be found to have a problem with alcohol, drugs or other substances that could affect performance at work, the Trust is committed to offer assistance in accordance with the provisions in this policy. The procedural arrangements are as follows:

13.1 Procedure to Seek Help and Advice

a) The Employee

- i) When an employee believes that he/she has an alcohol or other substance problem, information and advice should be sought as soon as possible. It is important to state that the earlier the help is sought the greater the possibility of recovery and the less detrimental the effect on the employee in his/her home life, and on his/her performance in the workplace.
- ii) Ideally the employee should discuss concerns with his/her line manager (because of the likely effect on work performance or behaviour). The manager should deal with any problems related to dependency in sympathetic a manner.
- iii) There may, however, be some cases where an employee would prefer to seek information and advice outside the department. In such cases the employee should contact Occupational Health and/or the Human Resources Department directly.
- iv) If, for some reason, the employee does not wish to take any advice from the Occupational Health Department and/or the Human Resources Department, he/she should be encouraged to go direct the Alcohol and Drug Problem Service, or to their GP or a voluntary agency, such as the North East Council on Addictions (www.neca.co.uk) or Lifeline (www.lifeline.org.uk).

b) The Manager

- i) If the manager is concerned - normally because of deteriorating work performance, or attendance - or other signs (see Appendix 1); or if a colleague or the employee draws the attention of the manager to problems, then he/she should discuss these with the employee. Before any discussion takes place, the manager should seek further advice from the Human Resources Department, and/or the Occupational Health Department.

- ii) There may be a need for more than one discussion, but it is important that the discussion is conducted in a strictly confidential manner and is confined to aspects of work performance and behaviour only. The opportunity should be given for the employee to seek more skilled help and advice. (Guidance to assist managers in these discussions is detailed in Appendix 2).
- iii) If the employee accepts that further skilled help and advice is needed, the manager should refer them to the Occupational Health Department in the normal way.
- iv) In the event of the employee denying there is a problem, the manager should offer the opportunity to seek further advice and strongly advise referral to the Occupational Health Department. Whatever the outcome of the discussion the manager must continue to monitor the situation and be prepared to take further action if necessary.
- v) If an employee rejects the opportunity to seek advice/help, or rejects the offer of undertaking a recovery programme, then as part of any subsequent investigation it may be appropriate to conduct a test for alcohol, drugs or other substances in accordance with paragraph 6 of this policy. The manager must deal with the problem of work performance/behaviour and may need to follow the Trust's Disciplinary Policy/Procedure.
- vi) If the employee states that help is to be sought or is actually being received, but the manager has continuing concerns about the employee's work performance and there is no evidence of help being received or having an appropriate effect, the employee must be referred to the Occupational Health Department.
- vii) If Occupational Health decides that there is no alcohol, drug or other substance problem, the manager will then need to reassess the situation and deal with the employee's performance/behaviour in accordance with the Trust's appropriate policy/procedure.

c) Trade Union/Staff Organisation Representatives

Representatives may be aware, or suspect, that an employee (regardless of whether or not they are a trade union member) has a problem. In such cases, the representative should discuss it with the employee and advise them to discuss it with their line manager because of the possible effect on work performance/behaviour, and to seek skilled help and advice.

d) The Occupational Health Department

- i) Where the Occupational Health Department believes that the employee has an alcohol or drug abuse problem they will recommend whether it is appropriate for the employee and/or the Occupational Health Department to contact the Alcohol and Drug Problem Service or another voluntary agency.
- ii) The confidentiality of individuals will be respected. There may, however, in exceptional circumstances be an ethical duty incumbent on the Occupational Health Department to breach a confidence where there is a clear risk to the health and safety of others. Should such a situation arise, it will be managed sensitively and every effort will be made to find a solution that ensures that

the employee retains the confidence of both the Occupational Health Department and the Trust.

- e) The Recovery Programme
 - i) If it is decided that a recovery programme should be introduced and the employee accepts it, any elements that require the co-operation of the employee's manager will be discussed with that line manager.
 - ii) If an employee has gone directly to the Alcohol and Drug Problem Service or to another voluntary agency or their GP, the manager can only help if they are aware of the need for such support.
 - iii) If an employee has to refrain from work during the recovery programme this will be treated as sickness absence and normal Occupational and/or Statutory Sick Pay arrangements in accordance with the Trust's Employee Wellbeing Policy will apply.
 - iv) If an employee accepts the programme and it is recommended he/she return to work during the programme the employee's manager must be consulted regarding this.
 - v) If a return to work during the recovery programme will carry with it a risk of recurrence, or risk of jeopardising the welfare and safety of patients and staff this would normally be agreed jointly between the Alcohol and Drug Problem Service, Occupational Health, the Human Resources Department and the manager concerned. The help of the Human Resources Department should be sought to look for suitable alternative employment if this is considered appropriate. If no such alternative is available the employee will be placed on forced sickness absence by Occupational Health who will review the situation at regular intervals.
 - vi) During the rehabilitation programme following a return to work after an absence due to alcohol, drug or other substance abuse, the Trust may conduct 'random testing' on an individual. Such 'random testing' will be agreed with the individual and Occupational Health before the employee recommences their duties and may take place for a specific time period as part of the programme. The purpose of such testing is to ensure and enhance an effective recovery. The 'random testing' will be conducted in a similar manner to the process outlined in section 6 of this policy.
 - vii) On completion of the programme, the voluntary agency involved may contact the Occupational Health Department, who will discuss with the employee's manager the employee's fitness to return to his/her contracted post.
 - viii) When an employee does return, if behavioral or performance problems recur, the manager will need to contact Human Resources Department for advice, to determine what action is necessary in accordance with the Trust's Disciplinary policy/procedure.
 - ix) If, at the end of the programme, a different post or role is suggested, the Human Resources Department should be involved. It may be appropriate in certain circumstances to consider redeploying the employee under the terms of the Trust's Employee Wellbeing Policy.

14. Further Guidance

For further information regarding this policy please contact your designated Human Resources Officer.

15. Audit & Monitoring

15.1 Compliance with this policy will be monitored by the Director of Human Resources. The figures will be presented to the Heads of Human Resources meeting every six months who will identify appropriate action plans to address areas of concern and will continue to monitor the plan until its completion.

15.2 Monitoring will include reporting of information held on Electronic Staff Record for the purpose of:

- The number of employees subject to disciplinary investigation/action as a result of alcohol, drug and/or other substance abuse.
- The number of employees whose reason for sickness absence from work was as a result alcohol, drug and/or other substance abuse/dependency.

Author: The Director of Human Resources

Guidance on the Signs of Alcohol, Drug Abuse Or Other Substance Misuse

Alcohol or drug abuse is not concerned with isolated instances of absenteeism or poor work performance, but with a pattern of deteriorating work performance over a period of time:

1. Evidence of Inadequate or Deteriorating Work Performance

- a) Frequent lateness, repeated brief periods of absence for trivial or inadequate reasons.
- b) Impaired concentration and memory.
- c) Absenteeism, particularly related to weekends, and high absenteeism rates for colds, 'flu', gastro-enteritis, depression etc.
- d) Accident proneness, minor accidents at work and accidents off duty.
- e) Mistakes, errors of judgment.
- f) Improbable excuses for poor job performance.
- g) Increasing general unreliability and unpredictability.

2. Observation of Behaviour and Appearance

- a) Smelling of drink.
- b) Under the influence of drink, drugs or other substances during working hours.
- c) Mood changes, irritability, lethargy.
- d) Deterioration in working relationships.
- e) Borrowing money.
- f) A combination of hand tremor, slurred speech, facial flushing, bleary eyes, poor personal hygiene, unkempt appearance.

3. Relationships with Colleagues

- a) Over-reaction to real or imagined criticism.
- b) Unreasonable resentment.
- c) Uncharacteristic irritability.
- d) Complaints from colleagues.
- e) Avoidance of manager or other senior staff
- f) Borrowing from colleagues.

It should be emphasised that some of the above features may have other causes, such as employees who have health conditions that may give the appearance and/or impression of an alcohol, drug or other substance misuse problem but is, in fact, only symptomatic of their health condition.

**Guidance Concerning Discussions with Staff
Regarding Problems Related To
Alcohol, Drugs & Other Substances Misuse**

'DO'

1. Take advice from the Human Resources Department first.
2. Prepare for the discussion - allow plenty of time.
3. Focus on work performance/attendance/relationship with colleagues.
4. Be objective and factual.
5. Be concrete and specific.
6. Be non-judgmental. Use non- emotive language.
7. Acknowledge the employee's positive contributions, past or present.
8. Show your concern for the employee. Listen to what he/she says about their personal problem.
9. Explain exactly what the employee must do to improve performance/attendance.
10. Be firm and consistent with the employee.
11. Adopt the same general stance, and follow the same procedure in every case.
12. Offer the opportunity of skilled help and advice - if you feel there is a need.
13. Explain that a test may be required and highlight to the employee the process involved and the employee's rights in respect of this.
14. Treat members of your staff consistently

'DON'T'

1. Comment on the employee's private life.
2. Rely on subjective impressions or rumour for which documented evidence is lacking.
3. Make vague accusations.
4. Convey verbally or by your manner that you are judging the employee's morals.
5. Ignore past or present achievements, doing so might invite an accusation of unfairness.
6. Argue with the employee about his problems, or attempt to give advice.
7. Leave any room for uncertainty about the employee's situation, and what needs to be done to rectify it.
8. Make exceptions.

**Alcohol, Drugs & Other Substances
Testing Consent Form**

Employees Name: _____

Assignment No: _____ Date of Sample: _____

Assessors Name: _____

Position: _____

Witness Name: _____

Position: _____

EMPLOYEE'S STATEMENT:

I hereby consent to provide a urine sample for the detection of alcohol, drugs or other substances. I am fully aware of the Trust's Policy regarding Alcohol, Drugs & Other Substances which could affect Performance at Work. I understand that a positive result may be detected. I understand that my results will be communicated with my employer.

Signed: _____ Dated: _____

Test Time: _____ Test Date: _____

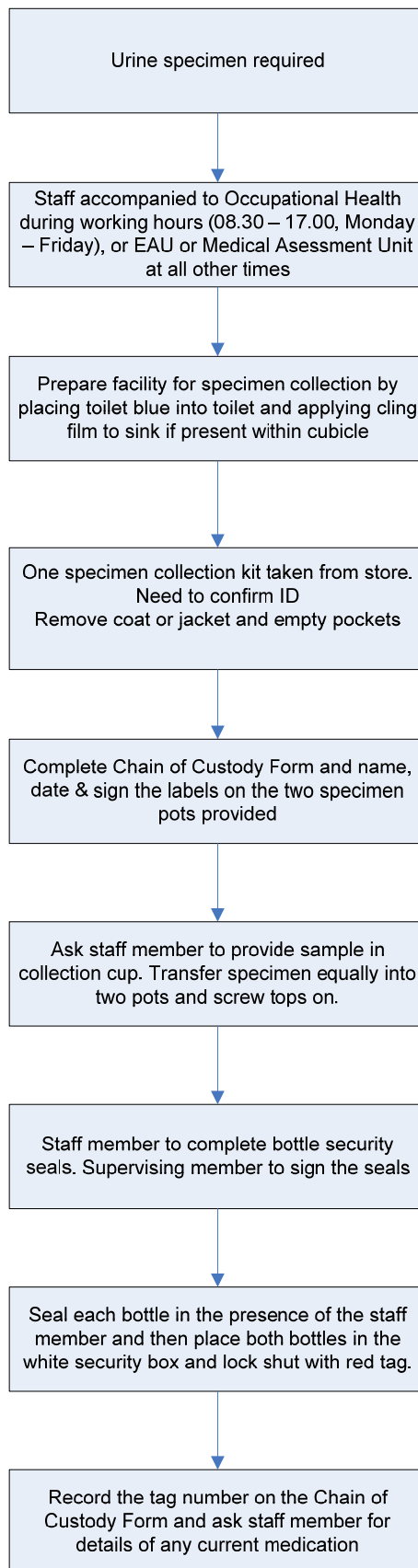
Reason for Test:

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Signature of Assessor

Signature of Witness (if applicable)

For Cause Drug & Alcohol Testing Process



For full details please see Procedure for Urine Specimen Collection Under Chain of Custody. Copy available with Testing Kit.

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Policy regarding Alcohol, Drugs and Other substances which could affect Performance at Work.	Policy Author:	Miss Ceri Liddell – HR Officer (Projects)
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	Policy applies to all employees of the Trust. It is underpinned by Trust's overriding policy on Equal Opportunities.
	• Race	No	}
	• Ethnic origins (including gypsies and travellers)	No	}
	• Nationality	No	}
	• Gender	No	} As above.
	• Culture	No	}
	• Religion or belief	No	}
	• Sexual orientation including lesbian, gay and bisexual people	No	}
	• Age	No	}
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No	
2.	Is there any evidence that some groups are affected differently?	No	There was no evidence to support any group was affected differently.
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	As above.
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If "yes", please answer sections 4(b) to 4(d)).</i>	No	
4(b).	If so can the impact be avoided?	N/A	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	No	
4(d).	Can we reduce the impact by taking different action?	No	
Comments:			Action Plan due (or Not Applicable):

Name and Designation of Person responsible for completion of this form: Miss Ceri Liddell – HR Officer (Projects) Date: 5 May 2010

Names & Designations of those involved in the impact assessment screening process: Members of the Employment Policies and Procedures Consultative Group (EPPCG)

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)