


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Drug and Alcohol Testing	POLICY NO: CL-DA-03	Page 1 of 2
RESPONSIBILITY: Drug and Alcohol Program		
APPROVED BY:  REY M. VEGA DIRECTOR	EFFECTIVE: JUN 14 2017	
	LAST REVIEWED/REVISED:	

PURPOSE:

To ensure consumers are properly screened for any controlled substances, to include alcohol while in treatment with the Guam Behavioral Health and Wellness Center's Drug & Alcohol Program-New Beginnings and to also ensure quality assurance for employees conducting the Drug & alcohol screening.

POLICY:

- A. It is the policy of the Guam Behavioral Health & Wellness Center that consumers of the New Beginnings Program are to be tested randomly for any and all controlled substances to include alcohol while in treatment.
- B. Consumers are not permitted to bring non-prescribed illicit drugs or alcohol to the program or be under the influence of such substances while attending their treatment program. If the consumer is heavily intoxicated he/she may be dismissed for the day or as recommended by the consumer's counselor.
- C. Consumers found to be positive on the drug and alcohol test shall have individual sessions with their counselor to determine course of treatment.
- D. Consumers shall be fully accountable for any and all substances that they put into their bodies. This shall include, but is not limited to over counter medications containing "dextromethorphan" and items containing "alcohol", and prescription medications not prescribed to the consumer. In addition, any medication that is prescribed to the consumer must be documented and certified by a qualified physician, then approved by the consumer's counselor to continue the use while in treatment.

RESPONSIBILITY

Psychiatric Technicians: shall conduct the drug and alcohol testing.

Counselors: shall assist when there is staff shortage among the psychiatric technicians.

Lead Provider/Counselor:

- 1. Shall conduct orientation of consumer to the program and advise the consumer regarding the drug testing policy.
- 2. Inform the consumer to come prepared to be tested randomly at any time during the course of treatment.

PROCEDURE:

If substance abuse is suspected by staff or admitted by a consumer, the consumer will be required to undergo drug/alcohol testing.

Urinalysis Testing

- 1. Urinalysis testing to be conducted by same sex staff.

2. Consumers are to be tested one at a time.
3. Two staff must be present during the testing.
 - a. One will monitor/witness the consumer urinating into the test cup (same sex staff).
 - b. The other will verify the test results and complete the testing forms for each consumer (Does not have to be same sex staff). Test forms are attached to this policy.
4. Consumers shall be required to remove any coats or jackets prior to testing.
5. Consumers shall be required to rinse their hands and thoroughly dry them immediately prior to testing.
6. The consumer will test in the designated rest room for testing; they must urinate into the test cup given to them by the staff.
7. The consumer will urinate in full view of the attending staff member, one at a time to ensure integrity of the sample.
8. The consumer will place the cup of urine on the designated testing table.
 - a. The consumer will be handed an unopened screening packet that they must open themselves in front of both staff members.
 - b. The consumer must place the screening tool into their designated testing cup and leave to saturate for approximately 30-60 seconds.
 - c. After such time the consumer must retrieve the screening tool, place the cover on it and place it on the designated testing table for the staff to verify the results.
9. The consumer should also verify the results and sign the form in agreement.
10. If the consumer contests the test results he/she may re-test for further proceedings.
11. If the second test is the same result, the consumer will fill out the form in which they are contesting both results. Form attached.
12. The consumer's counselor shall be informed of any and all test results.

Alcohol Testing

1. Two staff must be available to conduct and monitor this testing.
 - a. One staff to conduct and monitor the testing and the other to verify the test results and complete the testing form.
 - b. The staff will brief each consumer on the proper instruction for the breathalyzer screening.
2. The consumer must be handed an unopened breathalyzer tube.
3. The consumer must attach the tube to the breathalyzer machine and blow consistently into the tube until the machine has read the consumer's results.
4. Both staff must verify the test results and show it to the consumer. These results are documented on the testing form and initialed by the staff.
5. The consumer is to also verify the results then shall sign and date the testing form.
6. The consumer's counselor shall be informed of all test results thereafter.

ATTACHMENTS:

NONE

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy and Procedure

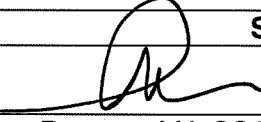
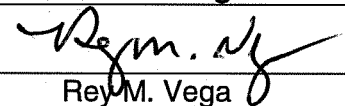
Submitted by: Drug and Alcohol Program

Program Plan

Policy No: CL-DA-03

Bylaws

Title: Drug and Alcohol Testing

Reviewed/Endorsed	Date	Signature
	6-14-17	
Title	Athena Duenas, MA CSA III, ICADC, LPC Supervisor Drug and Alcohol Branch-New Beginnings	
Reviewed/Endorsed	Date	Signature
	JUN 14 2017	
Title	Rey M. Vega GBHWC Director	