

SUNY Upstate Medical University  
Graduate Medical Education

Drug Screening

All SUNY Upstate (Upstate) employees and affiliated staff must abide by the Federal Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, and Campus Policy UW D-03 – *Prohibition of Illicit Drugs, Controlled Substances, and Alcohol in the Workplace*. Upstate maintains a drug-free workplace to establish, promote and maintain a safe and healthy environment for patients and a safe, healthy, working and learning environment for employees, students and volunteers. Upstate employees are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, synthetic drugs, controlled substances and/or alcohol in the work place.

Impairment of an employee from illicit drugs, controlled substances, synthetic drugs, and/or alcohol in the workplace of Upstate is prohibited. This prohibition applies on property owned and leased by Upstate; work sites of Upstate; and at all locations where work-related activities of Upstate are taking place. Any such acts, even if engaged in off duty, may result in disciplinary action, up to and including termination of employment.

All candidates entering residency or fellowship programs at Upstate on or after July 1, 2017 will be subject to a pre-employment (post-offer) drug test. This includes any prior Upstate resident/fellow who has had a break in service and is returning to employment. For candidates entering residency or fellowship programs at Upstate, drug screening and final results must be available prior to the first day of their program as a prerequisite to employment.

The drug test process is as follows:

1. Upon acceptance into the program, candidates may obtain a Chain of Custody form from the Graduate Medical Education Office. This is a multi-page form that may not be faxed or emailed. The form may be obtained in person at University Hospital Room 1816 or at new resident orientation. The form may also be obtained by written request. Only a form obtained in this manner is acceptable. No other forms may be substituted. The form authorizes the release of information of the results of the drug screen to Upstate's Employee/Student Health Office
2. The candidate may go to any participating LabCorp facility, in the United States only, to have the specimen collected. LabCorp locations may be identified by going to the search section on their web site [www.labcorp.com](http://www.labcorp.com). Please note, not all LabCorp facilities conduct employment testing. Please select an appropriate facility. The LabCorp website address provides the days/hours of the week that the specific lab will be open. No other laboratory is allowed to be used for drug screening; no other drug test results are acceptable; and results may only be provided by the lab directly to Upstate's Employee/Student Health Office. There are no costs to the candidate for the first drug screen. Results sent by an individual will be considered void and the individual considered non-compliant.
3. The drug test may be completed at any time within 90 days of your scheduled program start date. To be considered complete, the official drug test results must be provided to Upstate's Employee/Student Health Office directly by LabCorp. Fellow candidates or

others in advanced programs which begin after July 1 of the calendar year must have their drug screening done and a final report submitted at least 48 hours prior to their start or they will not be eligible to begin their program. Please note that the processing times for tests can vary based on several factors; therefore, it is recommended that candidates complete this requirement as soon as possible prior to their program start date.

4. Results of the screening will be reviewed by a Medical Review Officer under contract with Upstate. Standards used for determining passage will be based on the laws of the State of New York.
5. Refusing to consent to a drug test or failure to meet the above deadline for testing will immediately result in offer of employment/training being rescinded.
6. Candidates will be notified of the test results.
7. A candidate may request a second assay but such an assay will be done only on the original sample and the candidate will pay any related costs for any repeated screen.
8. The candidate will have one opportunity at the time of the original drug screening results to present any medical evidence which would suggest an influence on the original drug screen.
9. Final determination will be made by the Medical Director of the Upstate Student/Employee Health Office.

Failure to pass the drug test will result in the offer of employment or training being immediately rescinded. A failed test will result in disqualification for consideration for employment for a period of at least 12 months from the date of notification to Upstate of the positive drug screen.

Exceptions to this process will not be granted. There is no appeal or grievance process in the event of a failed drug test.