



# Fortus Group Travel, Inc.

181 Genesee Street \* Utica, New York \* 13501

Toll Free: 1-888-387-3625

[www.fortusgroup.com](http://www.fortusgroup.com)

## Drug & Alcohol Screening Policy

Fortus Group Travel, Inc holds our traveling nurses in high regards. We have a strong commitment to the safety of our employees. In support of this commitment we have implemented a Drug & Alcohol policy to establish a workplace that is free from the adverse effects of drugs and alcohol. Testing will be conducted and will include a ten panel drug screen. Any candidate's results that result in a positive reading for Drugs or Alcohol will be terminated immediately.

The drug screening will involve a 10 panel urinalysis, and the alcohol test will involve a urinalysis or blood test. Fortus Group Travel, Inc may also utilize new, non-invasive products for testing such as a swab.

- 1) Employees of Fortus Group Travel Inc. shall:
  - a) At all times when on assignment, be unimpaired from drugs or alcohol and be otherwise **fit for duty (FFD)**.

Definition: **Fit for duty**: Reporting for work in a physical and mental condition which does not compromise, or in any way jeopardize, the health and safety of other employees or the general public. This means reporting for work in a condition which is free of influence of any substance, legal or illegal, that could impair the employee's abilities and/or senses.

- b) Notify supervisor at the facility if experiencing any mental stress, fatigue, or illness which may impair ability to perform assigned job duties in a safe and reliable manner. Also notify the designated QA Coordinator at Fortus Group Travel, Inc.
  - c) Inform supervisor when alcohol has been consumed within ten (10) hours prior to reporting to designated work location (thus you will **not** be permitted to work, and hours missed from designated work location will be deducted from salary).
  - d) Provide complete and accurate information in any test or **fitness for duty (FFD) evaluation/assessment** necessary to determine compliance with FFD requirements.
- 2) The following is absolutely prohibited by Fortus Group Travel Inc. employee:
  - a) The use, possession, transportation, solicitation, promotion or sale of illegal or non-prescribed controlled drugs while conducting Fortus Group Travel Inc. business.
  - b) Consumption of alcohol during business hours.
    - \* Fortus Group Travel Inc. reserves the right to authorize a contracted representative to search any employee's personal property on company grounds/at location in which you are on a job assignment through Fortus Group Travel.
    - \* Fortus Group Travel Inc. reserves the right to send the employees to a medical facility for a determination as to impairment from alcohol and/or drugs at any time.
  - c) The client may also require a drug/alcohol test at anytime.

- 3) Employees who sustain an on-the-job injury, or involved in an on-the-job accident, or who are suspected of causing either-will be screened
- 4) Employees must advise Fortus Group Travel Inc. QA Coordinator if they are taking any medications that could impair their judgment or their ability to perform their job duties, and in the case of controlled drugs, provide a photocopy of their prescription (this matter will be handled as confidential).

### Pre-Employment Testing

- 1) Pre-employment testing shall be conducted, and completed, prior to granting job placement.

### Random drug and Alcohol Testing

- 1) Fortus Group Travel Inc. shall at any time randomly and unpredictably select employees for drug and, possibly, alcohol testing.
- 2) The selected Fortus Group Travel Inc. employee will be notified of their selection no sooner than 1 hour before designated test time.
- 3) The selected employee must report to a designated location for testing with proper photo ID (typically a driver's license).
- 4) If the selected employee is notified of the appointment for random testing but does not report for testing, the Quality Assurance Coordinator shall contact the employee's supervisor to determine whether the absence constitutes refusal to take the test, or if another event prevented the employee from reporting.
  - a. If an employee does not report for testing, and legitimate reason is not confirmed and/or authorized by the employee's supervisor, then the refusal to report shall be treated as a positive test result and shall result in the appropriate management sanctions and disciplinary procedures. In this case, the contracting company shall:
    - I. Consult with supervisor to initiate immediate termination from work.
    - II. Escort the employee off the company property.
    - III. Bill for all cost Fortus Group Travel, Inc. incurred (such as housing, travel, bones, etc.)

### For-Cause and Post-Accident Testing

**Note:** An FFD Evaluation/Assessment, in addition to drug and alcohol testing, may be necessary in incidents of for-cause/post-accident scenarios.

- 1) Supervisors shall request "For-Cause" testing for drugs and alcohol as soon as possible following:
  - a) Observation of an employee's behavior establishing reasonable suspicion of possible substance abuse or aberrant behavior warranting fitness for duty evaluation/assessment.
  - b) Involvement in a near-miss with potential for serious injury or fatality, if the employee's behavior, or failure of behavior, contributed to the near-miss.

**Note:** Post-accident testing is conducted regardless of the worker's observed behavior.

- 2) Supervisors shall request "post-accident" testing for drugs and alcohol as soon as possible following an event involving individual performance (human error), where the human error caused or contributed to the event. All Fortus Group Travel Inc. individual(s) involved shall be tested IF the event resulted in the following:
  - a) Significant illness or personal injury
  - b) The level of the facility's safety is compromised
- 3) Supervisors requesting for-cause/post-accident testing shall:
  - a) Immediately call Fortus Group Travel Inc.'s QA Coordinator or, during off-hours, contact on-call authority and provide:
    1. Name of calling supervisor
    2. Name of employee to be tested or assessed
    3. Current location of worker
    4. Brief summary of situation
    5. Request suspension of unescorted access to facility property
  - b) Arrange for testing, with Quality Assurance Coordinator or, during off-hours, the on-call authority will coordinate testing services.
    - I. Negative drug and alcohol results are required prior to reinstatement of unescorted access following a for-cause/post-accident test.
    - II. If results are not readily available, quality assurance coordinator will notify the employee's supervisor and arrange transportation home for the employee.

- c) Employee may be returned to duty only after determined to be fit to safely, and competently, perform assigned tasks and after satisfying the Quality assurance coordinators requirements, as appropriate.
- 4) If an employee refuses to comply with the request to complete and sign the "For-Cause/Post-Accident" testing authorization form, or take the drug and alcohol test, then the refusal shall be treated as a positive test result and shall result in the appropriate management sanctions and disciplinary procedures. In this case, the supervisor shall:
  - a) Notify the quality assurance coordinator of refusal.
  - b) Escort the employee away from the facility and seek assistance from the Quality Assurance Coordinator to arrange transportation home for the employee.
  - c) Notify the appropriate department manager.
  - d) Consult with the Quality Assurance Coordinator to initiate immediate termination from work.
  - e) Send all documentation to Fortus Group Travel.
  - f) QAM will discuss cost involved of terminated employee and how that will affect their last check. There may be more monies owed, which terminated employee is required to pay back.
- 5) The following behaviors are prohibited and may be grounds for termination from The Fortus Group travel department.
  - a) Failure to provide complete and accurate information to requesting individuals for purposes of drug and alcohol screen.
  - b) Any act or attempt to subvert the testing process, including, but not limited to:
    - I. Refusing to provide a specimen.
    - II. Providing, or attempting to provide, a substituted or adulterated specimen for any required and/or requested test.
  - c) All subsequent tests, after the initial positive test result, will be at the expense of the employee.

**(Failure to comply with any part, or portion, of this Drug and Alcohol Policy will result in immediate termination).**



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## Drug & Alcohol Testing Consent Form

I have applied for employment with Fortus Group Travel Inc. in a position that requires me to work closely with ill patients/in the medical field. As a condition for my application being considered, I understand and agree to undergo substance screening. I understand that if my test results are positive, I shall not be considered further by The Fortus Group Inc. Travel department for placement .

I hereby authorize any physician, laboratory, hospital or medical professional retained by The Fortus Group Inc. to conduct this confidential screening and to provide the results to Fortus Group Travel Inc., whom requires this for employment as a travel nurse.

Applicant's signature: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_