



Policy #:	MLS-A-03
Effective date:	08/01/2023
Target group:	All students and faculty
Section:	Medical Laboratory Science program
Last revision date:	08/01/2024

Substance-free Learning Environment

Purpose

The purpose of this policy is to promote a safe, healthy working and learning environments for all faculty, staff, and students by outlining the expectations for clinical program students related to substance use and procedures for drug and alcohol tested based on reasonable cause.

Policy

The unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on university premises or while conducting university business off university premises is prohibited. In addition to student conduct procedures, violation of this policy may result in immediate dismissal from the Medical Laboratory Science program.

A student who is (1) found to be under the influence of alcohol or a controlled substance while on university property, or during a university activity, or (2) convicted of a criminal alcohol or drug statute violation occurring on university property, is subject to disciplinary action, up to and including dismissal from the Medical Laboratory Science program. See *Indiana University Code of Student Rights, Responsibilities, & Conduct* for expectations as an IU student. Reinstatement procedures and Student Success Documentation procedures are outlined in program policy.

It is lawful for an individual to be under the influence of a controlled substance in a public place if the individual can present positive proof of the following:

1. The individual is under the care of the Bureau of Addiction Services, a community mental health center, a managed care provider, or a licensed physician.
2. The controlled substance constitutes medical treatment authorized by state and federal law.

Students must be able to safely perform specimen collection and diagnostic testing and meet the essential abilities set forth by the Medical Laboratory Science program to remain in good standing, regardless of providing documentation that permits the use of controlled substances. The Medical Laboratory Science program requires completion of specific patient specimen collection and diagnostic testing in the student laboratory and clinical setting. The inability to complete requirements safely will result in out-of-progression status.

Requirement to Disclose Drug and Alcohol Related Concerns

In compliance with Drug-free Workplace Act of 1988 and the federal Drug-free Schools and Communities Act Amendments of 1989, and as a condition of admission to the Medical Laboratory Science program, all students must:

1. Abide by the policy statement written above.
2. Notify the Program Director or office designated of any conviction or arrest under a criminal drug statute for violations occurring on or off university premises while conducting university business, within 5 days of the conviction or arrest. Failure to communicate may result in program dismissal.

Procedure for Drug and Alcohol Testing

The following is the testing procedure to follow when a university employee reasonably suspects a clinical student to be under the influence of drugs and/or alcohol while in the learning environment. If a clinical partner suspects a clinical student to be under the influence of drugs and/or alcohol while in the clinical laboratory environment, the clinical site liaison must contact the Program Director to initiate the testing procedure.

1. Establish Reasonable Cause

Reasonable cause is established through observations that would lead a reasonable person to believe that a student is under the influence of drugs or alcohol. Reasonable cause should be determined on a case-by-case basis; however, the decision to request a test of a student may be based on, but not limited to:

1. Direct observations of drug or alcohol use, drug or alcohol possession, or possession of drug paraphernalia; or
2. A student who exhibits physical signs or symptoms of being under the influence of drugs or alcohol; or
3. A student whose actions, appearance and/or conduct show a pattern of suspected impairment or abnormal or erratic behavior.

The resource, [Behaviors and Signs Attributed to Substance Abuse](#), includes a list of behaviors that may indicate drug or alcohol abuse. This list is not intended to be exhaustive. The observation of one exhibited behavior or sign may or may not be sufficient to achieve reasonable cause. If an uncertain situation arises, contact the Program Director immediately for assistance.

2. Attempt to Secure a Witness

The university employee should summon another university employee to witness the behaviors and signs that may be attributable to substance abuse. If another individual is not available, proceed to step 3.

3. Promote Safety and Begin Documentation

If danger is suspected, immediately safely and discreetly remove the student from the learning environment.

Notify program administration of the concern. Begin documenting the student's behavior and responding actions using the *Statement of Facts Supporting Reasonable Cause of Drug or Alcohol Use by a Clinical Student*.

4. Meet with Student

The university employee will meet with the student in a private location. The reasons for suspecting drug or alcohol abuse will be presented to the student in the presence of a witness. The student should be given the opportunity to respond to the observations reported and reasons stated. The student should be encouraged to cooperate and be advised of the program's desire to support them if a substance abuse problem exists. The conversation and responses (verbal and non-verbal) will be documented.

Potential outcomes:

1. Self-Disclosure: The student admits to being under the influence of drugs or alcohol prior to the test and cooperates fully.
2. Refusal: The student refuses or fails to promptly submit to the drug and/or alcohol screen or cooperate fully and completely in the proscribed procedures.
3. Cooperation: The student cooperates with testing including completing the *Student Authorization and Consent to Submit to Substance Abuse Testing* form.

5. Testing Arrangements

With the student's consent, contact a spouse, family member or other individuals, or emergency contact information provided for the student, and attempt to secure transportation to a testing facility. Under no circumstances may the student transport themselves or an employee transport the student to a testing facility if suspected of substance abuse.

If the student refuses to agree to any of these procedures and attempts to operate their vehicle, make appropriate efforts to discourage the student from doing so, including contacting university law enforcement officials.

6. Testing Results

Test results should be reported in less than 5 working days. While waiting for results, the student will not be permitted in the student laboratory or clinical environment.

Negative Result

If results are negative, the student will be allowed to return to the student laboratory or clinical environment immediately. Missed learning experiences will be addressed after returning.

Positive Result

If (1) the results are positive, (2) it has been determined that the specimen was adulterated or results falsified after verification, or (3) the student refuses/fails to submit the drug test, the student will not be permitted to return to the classroom or clinical environment pending the results of due process by the Program Director or designee in consultation with the Office of Student Conduct. All appropriate university, campus, and/or program policies and procedures will be upheld.

The Program Director will provide notice of results or refusal of testing. The student will be provided the opportunity to respond to the results or refusal of testing. Following the opportunity to respond, the

resulting disciplinary action and follow-up procedures, if necessary, will be communicated to the student. Documentation will be provided to the student, Office of Student Conduct as appropriate, and saved in the student file.

Cost Coverage

Students will be financially responsible for testing and transportation to the testing site.

Related Documents

- [HR-07-60 Substance-free Workplace](#)
- [IU HR Procedure for Drug and Alcohol Testing](#)

Policy History

Date	Action
08/01/2023	New policy; in accordance with IU substance abuse policies and procedures
08/01/2024	Updated division name, policy number, and titles due to campus reorganization