

Columbia University Medical Center (CUMC)

Guidelines for Drug Screening Process

The University is committed to providing and ensuring a safe and secure environment for all CUMC employees/visitors of the University community and its property. As part of this mandate, pre-employment Drug Screening is required as part of the hiring process for Union/Non-Union Support Staff Finalist prior to their start date. Casuals, students or visitors that fall under the Joint Commission mandates will be required to have pre-employment Drug Screening. This will also include any CUMC Visitors (volunteers, trainees, and observers) and students who are providing service at New York Presbyterian Hospital (NYP) and must also be compliant with Joint Commission mandates.

The Joint Commission mandates are applicable to all employees/students/visitors that have direct contact in NYP through the delivery of treatment, the conduct of evaluation, the enrollment of patients in studies, or the collection of data or specimens, must comply.

Scope of Drug Screening Process:

The Pre-employment drug screen must be initiated as soon as you have made a conditional offer of employment to a finalist and they must not begin employment until you have received notification from the CUMC Human Resources (CUMC HR) Department that a drug screening is completed and cleared. For Casuals/Visitors/Students the process is the same and must be initiated prior to being permitted to providing service at NYP. It is the responsibility of the department, center, or administrative unit to ensure that all prospective employees or visitors/students complete all required verifications, prior to their start date. Please consult with your designated HR Client Manager for further guidance.

As previously indicated, below is a list of CUMC prospective employees who are required to undergo a drug screening:

Union and Non-Union Support Staff:

All new hire union and non-union positions will be required to have Pre-employment Drug Screening.

Short-Term Casual & Variable Hours Officer:

Short-Term Casual employees; or Columbia University Student casuals; External Student casuals; and Variable Hours Officers that fall under the Joint Commission mandates will be required to have Pre-employment Drug Screening.

Visitor (Volunteers, Trainees, and Observers) and Student Visitor:

If the Visitor/or student Visitor is providing service at New York Presbyterian Hospital (NYP) they must be compliant with Joint Commission mandates and will be required to have Pre-employment Drug Screening.

Process and Procedures:

Sterling InfoSystems has partnered with Laboratory Corporation of America (LabCorp) to accommodate the needs of Columbia University. To begin this process you must obtain a user ID and password from CUMC Human Resources after you have received the required training. Please contact CUMC HR Service Center at 212-305-4357, option #1 for more information. Access will be granted at the discretion of CUMC HR.

Once you have received training you will be able to log-on to the LabCorp online registration system to register your finalist for a drug screening. The department will complete two sections of the online registration, the employer information and the donor information. After the required information is entered you will have 3 options to notify your finalist on the pre-employment requirement and the location. The following options are: Personal delivery to donor, Email confirmation to donor via LabCorp's website or Email confirmation to donor via electronic mail (i.e. Outlook).

Once CUMC HR receives the drug screening results from Sterling InfoSystems, CUMC HR will then send the department an email clearing/not clearing the finalist for hire. **PLEASE NOTE: A finalist that requires pre-employment drug screening should not begin work until a clearance email is sent to the hiring department confirming that your finalist has successfully passed the drug screening.**

The cost of the drug screening is \$30 and it will be a cost absorbed by each department. Sterling InfoSystems will invoice the department directly twice a month (15th and 30th/31st).

Refusal to Undergo Testing:

Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

Right to Explain Test Results:

All Candidates have the right to contact the testing laboratory office to be provided with an explanation of his/her test results. These discussions shall be considered confidential except that information disclosed in such tests will be communicated to the University or within the Lab who need to know such information in order to make proper decisions regarding the test results or regarding the employment of the individual.

Right to Review Records:

The testing laboratory (Sterling InfoSystems) will only provide a copy of test results to any candidates who request such records.

Confidentiality Requirements:

All records concerning test results from Sterling InfoSystems will be kept in separate files from University personnel files.

Positive Test & Appeal:

If a candidate tests positive on an initial screening test, the employment offer will be formally withdrawn and the candidate will be notified of the test results and the reason why he/she is no longer being considered for employment.

Candidates may request an appeal of positive test results, within five (5) working days after notification by University of such positive test result. These requests will be reviewed on an individual basis and a final determination will be made.

Re-Application:

University prohibits re-application from candidates who formerly tested positive for drugs for twelve (12) months. These requests will be reviewed on an individual basis and a final determination regarding the candidate's re-application will be made.

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