



Pennsylvania Hospital
& Surgery Center
ADMINISTRATIVE POLICY MANUAL

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SUBJECT: **SUBSTANCE ABUSE**

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Human Resources

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Attachment(s):

Related Policies:
[HR23 ID and Treatment
of Impaired Employee](#)

POLICY

For purposes of this policy, Pennsylvania Hospital includes all off campus licensed facilities, including but not limited to the Surgery Center of Pennsylvania Hospital.

Pennsylvania Hospital is committed to maintaining a safe workplace free of drugs or any other controlled substance.

A. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on Hospital premises or while conducting Hospital business is absolutely prohibited. Violation of this Substance Abuse Policy will result in disciplinary action, up to and including discharge.

B. The Hospital recognizes substance abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program, which provides help for a variety of problems including drug and/or alcohol dependency, depression, stress and family difficulties.

C. Employees must, as a condition of continued employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off Hospital premises while conducting Hospital business. A report of the conviction must be submitted to the Chief Human Resources Officer within five (5) days following the conviction. (It is the Hospital's policy to comply with the Drug-Free Awareness Act of 1988 that mandates this requirement).

/s/Kathleen Kinslow, CRNA, EdD, MBA
Kathleen Kinslow, CRNA, EdD, MBA
Executive Director

03/26/08
Date

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