

Personnel Policy for Pre-Employment Drug Screening

Drug Screening Requirements for Job Applicants. All applicants who are offered positions at Baylor Scott & White Medical Center – Lakeway or affiliated centers are required, as a condition of the offer, to satisfactorily complete a drug test. The drug test is designed to detect the use of illegal drugs or the improper use of legal drugs. All tests are conducted by physicians, medical or specially trained personnel, or testing laboratories selected by Baylor Scott & White Medical Center – Lakeway or its affiliate center and are subject to careful testing procedures with mandatory confirmation of any preliminary positive results. Test results are reported to Lakeway Regional Medical Center’s designated medical representative or Human Resources representative.

For applicants, a positive result on a drug test normally results in revocation of the existing conditional job offer and elimination of the individual from further consideration of employment.

Consent and Release Forms. All applicants who are required to undergo a drug test are also required to sign a form consenting to the tests and to the release of the test results to Baylor Scott & White Medical Center – Lakeway.

Confidentiality of Medical Information and Test Results. Baylor Scott & White Medical Center – Lakeway takes all necessary steps to safeguard the confidentiality of all medical information and test results relating to any applicant or employee required to submit to an employment-related drug test. Any and all records containing medical information about an applicant are maintained separate and apart from the organization’s personnel or Human Resource files. Access to medical information in these separate files is granted only to individuals with a valid and documented need to know. In such cases, access will be granted to only as much information as is needed to satisfy the individual’s specific need for information from the medical information file.

Consent and Release Form for Drug Test

I, _____, hereby give my consent and express my willingness to undergo a drug test as requested by Baylor Scott & White Medical Center – Lakeway. I also consent to the release of the results of the test to my employer. I am also consenting to the collection of a urine sample from me by my employer’s physician or testing representative, which is sent to a laboratory selected by my employer. I understand that this laboratory conducts screening tests on this urine sample to detect the presence of illegal narcotics, including marijuana and other drugs, as well as signs of abuse of legal drugs. I understand that all samples are subject to careful testing procedures with mandatory confirmation of any preliminary positive results.

I understand that a positive result on a drug test can result in revocation of my employment with Baylor Scott & White Medical Center – Lakeway. I agree to release and discharge Baylor Scott & White Medical Center – Lakeway and any of its designated medical personnel, agents, or authorized testing laboratories from any claims or potential liability arising out of or related to any physical or medical examination or the results of such examinations or tests that I have been asked to undergo by Baylor Scott & White Medical Center – Lakeway.

I also hereby agree not to file or pursue any complaints, claims, or legal actions of any kind against Baylor Scott & White Medical Center – Lakeway, any of its affiliates, employees, representatives, or agents arising out of their activities or actions performed in connection with these examinations.

Signed:

Date: