



## Policy and Procedure

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

### I. Drug Free Policy

Unlawful possession, use, production, distribution, or sale of alcohol or other drugs by any faculty, staff, or student is prohibited on college property or as any part of college activities.

This policy is created to comply with the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226), which requires that the college show it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by faculty, staff, and students, and to set forth the standards to provide a community setting that is safe, healthy, and productive for all faculty, staff, and students of Mount Carmel College of Nursing. The college distributes this policy annually throughout the college community and this includes information about referral and treatment, applicable laws and sanctions, and current assessments of possible health risks.

### II. Standards of Conduct

In complying with the federal law, Mount Carmel is concerned about the welfare of its students and employees and wishes to demonstrate commitment to a drug and alcohol free environment. A drug and alcohol free environment will also serve to maintain quality services, reduce accidents, and increase productivity.

Violations or alleged violations of this policy will be handled by the Academic and Professional Standards Committee process. Please refer to the Academic and Professional Standards Policy and Procedures for complete details about the process. Sanctions for violations of the policy are also governed by the Academic and Professional Standards policy.



MOUNT CARMEL  
College of Nursing

**Policy and Procedure**

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

It is responsibility of each student to report to class, clinical, or any other College related function in a physical condition that allows for discharging his/her responsibilities. The following pertains to students or employees on College property, hospital property, while involved in clinical at any affiliating agency, or as part of any College sponsored activity. Employees who violate this policy will be referred to Human Resources. Students are subject to corrective actions, including termination or expulsion, for any of the following:

1. Unlawfully possessing, being impaired or under the influence, or using or distributing illicit drugs and/or alcohol.
2. Using prescribed medications that impair safe and/or efficient work performance.
3. Misusing prescription or nonprescription drugs.
4. Falsifying, or making grossly incorrect, inconsistent, or unintelligible entries in any hospital, patient, or other record regarding any drug or narcotic.
5. Being convicted or confined by a court for intemperate use of or addiction to alcohol or other chemical substance.
6. Possessing, selling, or consuming alcoholic beverages in any form on College premises or College related premises.
7. Habitually indulging in the use of controlled substances, other habit-forming drugs, alcohol, or other chemical substances to an extent that impairs ability to practice nursing or perform one's College related responsibilities.
8. Impairment of ability to practice according to acceptable and prevailing standards of safe nursing care because of physical, psychological, or mental disability related to the use of alcohol or other drugs or because of dependency on or excessive use of alcohol or other drugs.
9. Smoking and/or possessing any illegal drug including marijuana.
10. Obtaining, prescribing, possessing, or administering any controlled substance, dangerous or illegal drug, or alcoholic beverages in violation of the law, to oneself or to another person.
11. Unlawful possession includes any illegal or unlawful drug or any controlled substance and is not limited to any narcotic including opium (morphine, codeine, heroin), coca leaves, or any other substance not chemically distinguishable.



## Policy and Procedure

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

12. Knowingly making, obtaining, or possessing drug abuse instruments whose customary and primary purpose is for the administration or use of a dangerous or illegal drug.
13. Obtaining any dangerous or illegal drug by attempting or committing a theft.
14. Knowingly or intentionally forging, making, selling, or possessing a false or forged prescription.

### III. Internal Sanctions

Any student, faculty, or staff member who violates the college's drug-free policy shall be subject to disciplinary procedures. Mount Carmel College of Nursing will impose sanctions on students consistent with local, state, and federal law. Internal sanctions related to students may include, but are not limited to, expulsion or termination from the College of Nursing and referral for prosecution for violations of the Standards of Conduct. Faculty and staff are subject to internal sanctions according to the Mount Carmel Health System Human Resources Policy 820 Substance Abuse.

Students living in the resident apartments are also governed by the sanctions found in the Residence Hall Handbook. For students who live in the residence halls, refer to the Residence Hall Handbook for a complete list of sanctions for violations of Residence Hall policies and procedures.

### IV. External Sanctions

Unlawful possession, use, manufacture, sale, or distribution of alcohol or illicit drugs may lead to referral to the appropriate federal, state and/or local authorities for prosecution. Depending on the nature of the offense, it may be categorized as a misdemeanor or a felony and may be punished by fine and/or imprisonment.



## Policy and Procedure

**Policy Name:** Drug Free Policy

<b>Responsible office:</b>	Administration
<b>Electronic copy of policy maintained by:</b>	Administration
<b>Date last posted (if applicable):</b>	8/10/2015
<b>Approved by:</b>	C. Wynd
<b>Date Policy and Procedure was last updated:</b>	9/1/2016

---

Federal law prohibits the trafficking and illegal possession of controlled substances (see 21 United States Code, Sections 811 and 844). Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking class I and II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years to life imprisonment and maximum fines range from \$2-\$4 million. First offense penalties for the illegal possession of a controlled substance range from up to one year in prison and a fine of at least \$1,000, but not more than \$250,000, or both.

The State of Ohio and the City of Columbus also may impose penalties for trafficking and illegal possession or use of controlled substances. State and local penalties for trafficking illicit drugs include fines that range from \$1,000 to \$50,000 and mandatory jail sentences that range from six months to 10 years. Illegal use or possession of a controlled substance or drug paraphernalia may warrant fines ranging from \$100 to \$5000 and jail sentences ranging from 30 days to 10 years, depending on the amount and substance possessed. Violations may also lead to forfeiture of personal and real property and the denial of federal benefits such as grants, contracts, and student loans.

The State of Ohio and City of Columbus may also impose a wide variety of penalties for alcohol-related offenses. For example, a first driving-while-intoxicated offense may be punished by mandatory imprisonment of at least three consecutive days and a fine ranging from \$375 to \$1000. Subsequent offenses lead to increased sanctions. Illegal purchase, possession, use, or sale of intoxicating liquor by a minor may be punished by fines ranging from \$25 to \$1000 and up to six months in jail, depending on the circumstances. For extended and regional campuses, local law will apply in lieu of City of Columbus ordinances. Copies of those laws will be supplied upon request.



MOUNT CARMEL  
College of Nursing

**Policy and Procedure**

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

**V. Referral and Treatment**

To ensure the most effective implementation of this program, the College supports the following concepts:

1. Alcohol or other drug dependence is a disease that can be successfully treated.
2. Specific steps will be taken for referral of persons at risk for alcohol and other drug problems to an appropriate resource for assessment and treatment: Mount Carmel Health System Employee Assistance Program
3. Faculty, staff, and students are warned that treatment is not a refuge from disciplinary action and that dependency problems that do not respond to treatment may ultimately result in appropriate disciplinary action.

**VI. Parental Notification Guidelines for Alcohol and Controlled Substance Violations**

These guidelines were developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), thus enabling universities to notify parents or legal guardians, under certain circumstances, of a student under 21's use or possession of alcohol or a controlled substance. This change supports the practice of Mount Carmel College of Nursing to establish a collaborative partnership with parents and actively involve them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when the college believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents, in an effort to determine whether such contact is the best course of action. There are particular situations when parental notification occurs following a



## Policy and Procedure

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

violation of certain residence hall rules as stated above. Notification to parents will occur in the following situations: possession of alcohol on campus and possession of drugs on campus. Parental notification after violation of a residence hall rule is a sanction.

In other situations, the College contacts parents in an effort to provide support for students' physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to:

- a situation in which a student has received medical attention;
- the occurrence of an arrest and consequent criminal charges;
- a major disruption to the college's educational mission;
- substantial harm caused to other students; or
- significant property damage.

Contacts are made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between the college and the parents for the good of the student.

Parental contacts in these circumstances are not to be viewed as "disciplinary sanctions" but rather as positive engagement of the broadest possible resources to help students succeed in their educational endeavors. Parents are encouraged to discuss the situations with their sons or daughters.

Questions or concerns regarding these guidelines should be directed to the Compliance Officer, Mount Carmel College of Nursing, 127 S. Davis Ave., Columbus, Ohio 43222.

## VII. Policy Related to Drug Convictions



**Policy and Procedure**

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

Any student enrolled in the nursing program at Mount Carmel College of Nursing who is convicted for the possession or sale of drugs while a student may be dismissed from the nursing program and from the College with no chance for reinstatement.

**VIII. Federal Financial Aid Policy Related to Drug Convictions**

The Department of Education requires that the College notify all enrolling students of the policy related to federal student aid [Higher Education Act HEA section 485(k)]. A federal or state drug conviction can disqualify a student for financial aid. Convictions count against a student if the conviction occurs while the student is enrolled in the college and receiving federal student aid. A student who is denied federal benefits as part of court sanctions imposed by federal or state judge for drug trafficking is also ineligible for federal financial aid. A conviction that was reversed, or removed from a student’s criminal record or occurred while the student was a juvenile (unless tried as an adult) does not deny eligibility.

**Period of Ineligibility for Federal Student Aid**

	<b><u>Possession of Illegal Drugs</u></b>	<b><u>Sale of Illegal Drugs</u></b>
First Offense	One year from date of conviction	Two years from date of conviction
Second Offense	Two years from date of conviction	Indefinite Period
Third+ Offense	Indefinite Period	

If the student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the longer period of time applies. Eligibility returns the day after the period of ineligibility ends or with successful completion of a qualified drug rehabilitation program (described below) or two negative



**Policy and Procedure**

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

unannounced drug tests given by the program. Subsequent drug convictions lead to ineligibility again.

Students denied eligibility for an indefinite period can regain it with successful completion of a rehabilitation program, passing two unannounced drug tests from such a program, or with reversal or removal of the conviction provided that fewer than two convictions for sale or three convictions for possession remain on the record. The nature and dates of remaining convictions determines when a student regains eligibility.

**Standards for a Qualified Drug Rehabilitation Program**

The program must require a minimum of two unannounced drug tests and meet one of the following requirements:

1. Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
2. Be qualified to receive payment directly or indirectly from a federal or state licensed insurance company.
3. Be administered or recognized by a federal, state, or local government agency or court.
4. Be administered or recognized by a federal or state licensed hospital, health clinic, or medical doctor.

**IX. Current Assessments of Possible Health Risks Associated with Drug Use/Abuse**

<u>Type of drug and generic actions</u>	<u>Name</u>	<u>Possible Health Risks</u>
Stimulants speed up action of the central nervous system.	Amphetamines (speed, uppers, pep pills, bennies)	Hallucinations may occur. Tolerance, psychological and sometimes physical dependence can develop. Continued high doses can cause heart problems, malnutrition, and death.
	Cocaine (coke, snow,	Confusion, depression, and hallucinations may occur.





**Policy and Procedure**

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

<u>Type of drug and generic actions</u>	<u>Name</u>	<u>Possible Health Risks</u>
	crack, rock – legally classified as a narcotic)	Tolerance and physical dependence can develop. Effects are unpredictable – convulsions, coma, and death are possible. Smoking may cause lesions in lungs
Depressants relax the central nervous system.	Barbiturates (barbs, good balls, downers, blues), Tranquilizers	Confusion, loss of coordination, etc., may occur. Tolerance and physical and psychological dependence can develop. An overdose can cause coma and/or death. Depressants taken in combinations or with alcohol are especially dangerous.
Cannabis alters mood and perception.	Marijuana (grass, pot, weed, reefer)	Confusion, loss of coordination. With large doses, hallucinations may occasionally occur.
	Hashish (hash)	Long-term use may cause moderate tolerance and psychological dependence.
	Hashish oil (hash oil)	Long-term use may cause damage to lung tissue.
Hallucinogens temporarily distort reality.	Lysergic acid diethylamide (LSD, acid)	Hallucinations, panic may occur. Effects may recur (flashbacks) even after use is discontinued. Possible birth defects in users' children.
	Phencyclidine (PCP, angel dust) legally classified as a depressant.	Depression, hallucinations, confusion, irrational behavior. Tolerance develops. An overdose may cause convulsions, coma, and death.
	Mescaline (MDA, DMT, STP, psilocybin, "designer drugs")	Effects are similar to those of LSD
Narcotics lower perception of pain.	Heroin (H, scag, horse, junk, smack), Morphine (M, dreamer), Codeine, Opium	Lethargy, apathy, loss of judgment and self-control may occur. Tolerance and physical and psychological dependence can develop. An overdose can cause convulsions and death. Risks of use include malnutrition, infection, and hepatitis.
Deliriants cause mental confusion.	Aerosols, lighter fluid, paint thinner, amyl	Loss of coordination, confusion, and hallucinations may occur. An overdose can cause convulsions and death. Psychological



**Policy and Procedure**

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

<u>Type of drug and generic actions</u>	<u>Name</u>	<u>Possible Health Risks</u>
	nitrate, other inhalants (poppers)	dependence can develop. Permanent damage to lungs, brain, liver, and bone marrow can result.
Alcohol		Long-term, heavy drinking is linked to cancer, heart and liver damage, and other serious illnesses. Tolerance and physical and psychological dependence can develop.
Cigarettes		Long-term cigarette smoking is linked to emphysema, lung cancer, and heart disease. Physical and psychological dependence can result.
Smokeless tobacco		Long-term use of chewing tobacco or snuff is linked to oral cancer of gums, mouth, pharynx, larynx, and esophagus. Physical and psychological dependence can result.
Passive Smoke		combination of secondhand smoke exhaled by the smoker and sidestream smoke from the burning end of tobacco products accounts for an estimated 8,000 deaths a year due to cancer. More than 3,000 known toxic substances in tobacco smoke.

**X. Alcohol Abuse Prevention**

**Alcohol: Zero-One-Three**

Reduce your risk for experiencing alcohol-related impairment problems. Set guidelines for the use and non-use of alcohol and stick to them. Zero-One-Three can be a helpful tool in developing a clearer idea of what is “responsible drinking.”

The Zero-One-Three concept was developed by the Enjoy Michigan Safely Coalition and funded by the Michigan Office of Highway Safety Planning. Zero, One, and Three are easy numbers to remember. They represent alcohol



## Policy and Procedure

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

consumption norms that should be promoted. Each number stands for a component of the concept.

### **Zero = Zero alcohol**

It's OK not to drink, especially if you're under 21, driving, chemically dependent, or pregnant. Alcohol is a drug, and tens of millions of adults choose to live a drug-free, and, therefore, alcohol-free lifestyle. It is a choice made by approximately 30 percent of the adult population. Situations where zero is a wise choice:

- People who are not of legal age
- Women who are pregnant or think they may be pregnant
- People who suffer from alcoholism or other chemical dependencies
- People from homes where alcoholism or abusive consumption is present
- People who do not like the physiological or psychological effects of alcohol
- People who are trying to cut down on empty calories
- People who prefer the taste of non-alcoholic beverages
- Diabetics
- People on certain medications

### **One = One drink per hour**

One drink is defined as one 12-ounce can of beer OR one glass of wine OR one shot of liquor (a mixed drink). If a person is having more than one drink per hour he/she is out of bounds and is exceeding the recommended consumption pace. Because of the rate by which alcohol is metabolized in the body, more than one drink per hour will/can cause a person to test as legally under the influence of alcohol. By keeping the pace to one drink per hour, the body's alcohol metabolism capacity will likely not be surpassed by alcohol intake. This will help keep blood alcohol concentration within safer limits.

Remember, the legal blood alcohol concentration limit is .08 for driving in Ohio. If under 21, it is a violation if the concentration of alcohol is .02 or greater.



## Policy and Procedure

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

### **Three = No more than three drinks per day, and never daily**

Three represents the maximum number of drinks a person should ever have in a single day. It does not mean three at each of six pubs. Also, remember these three drinks are not to be consumed at a faster pace than one per hour. Some people will quickly point out the existence of individual differences (body weight, etc.) as they relate to these guidelines. It is important to note, however, individual differences exist for blood cholesterol levels, exercise prescriptions, and all other quantified health norms. The standard of Zero-One-Three is one that is acceptable for most people.

## **XI. Substance Abuse Testing**

All students entering Mount Carmel College of Nursing are tested for drug and substance abuse. This is a mandatory requirement. The nominal fee for this testing will be charged to the student's MCCN account. If a student has additional testing through Secure Check, the additional fee will be charged to the student's MCCN account. If a person's behavior, cognitive, or psychological functioning is disruptive or altered significantly, the person will be counseled by an administrator, a faculty member, or professional staff member. The person may be requested to submit to drug/alcohol screening for cause. Refusal to comply may result in termination from the College.

## **XII. Description of Drug and Alcohol Counseling**

If a student tests positive for non-prescribed controlled or illegal substances and/or alcohol, the student will meet with the Academic Dean, or the Undergraduate Associate Dean, and the following procedures will be enforced:



## Policy and Procedure

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

1. The student will be placed on non-academic probation and issued a final written warning. A second positive test will result in dismissal from the College.
2. Immediate referral may be made to the Mount Carmel Health System Employee Assistance Program for assessment and possible referral to a trained substance abuse counselor at the student's expense, or other appropriate treatment plan.
3. The student must not participate in any clinical experience until the assessment has been completed, and a decision made by the intake specialist that the student is safe to participate in clinical experiences.
4. Permission will be granted by the student for the counselor to notify the Academic Dean of the recommended treatment plan and recommendation regarding safe return to patient care activities. The Academic Dean will also be given permission to verify the student's continued compliance with the treatment plan.
5. The student will agree to random urine screens, at the student's expense, as dictated by the College. A second positive test will result in dismissal from the College.
6. The College has the right to remove the student from patient care settings if the determination is made that patient safety would be compromised.
7. If a student refuses assistance or fails to successfully complete the recommended rehabilitation program, the student will be dismissed from the College.

### XIII. Confidentiality of Screen Results

Drug/alcohol screen results are kept in strict confidence. Results of screenings may be released to the Academic Dean and/or appropriate Associate Dean. Results may also be shared with the providers facilitating treatment of the student, Mount Carmel Health System Employee Health Services, and Mount Carmel's Medical Review Officer.



MOUNT CARMEL  
College of Nursing

### **Policy and Procedure**

**Policy Name:** Drug Free Policy

**Responsible office:** Administration  
**Electronic copy of policy maintained by:** Administration  
**Date last posted (if applicable):** 8/10/2015  
**Approved by:** C. Wynd  
**Date Policy and Procedure was last updated:** 9/1/2016

---

#### **XIV. Failure to Participate**

Any student who refuses to be screened for non-prescribed controlled or illegal substance and/or alcohol, on initial or follow up tests, will be considered to have tested positive and will be required to follow the substance abuse procedure.

#### **XV. Frequency of Testing**

All students will be tested for use of illicit drugs and alcohol abuse prior to clinical experiences with patients. Following this initial testing, several students will be randomly selected yearly for testing; the fee for random testing will be charged to the student.