

**Department of
Veterans Affairs**

Memorandum

From: VHA Office of Academic Affiliations (OAA)

Subj: Random Drug Testing Notification and Acknowledgement

To: Health Professions Trainee (HPT) in Testing Designated Positions (TDP)

1. On September 15, 1986, President Reagan signed Executive Order 12564, Drug-Free Federal Workplace, establishing a policy against the use of illegal drugs by Federal employees, whether on or off duty. In accordance with the Executive Order, VA has established a Drug-Free Workplace Program to include random testing for the use of illegal drugs by employees. All paid and “without compensation” health professions trainees (HPTs) appointed under 38 U.S.C. 7405 or 7406 authority are considered employees and are subjected to provisions of this policy while assigned to VA.
2. This memo serves as notification to you that as a clinical HPT, your employment is related to the protection of life or safety of patients; therefore you may be subject to random drug testing. The testing procedures, including the collection of a urine specimen, will be conducted in accordance with Department of Health and Human Services (HHS) Guidelines for Drug Testing Programs. **There are no pre-employment drug testing requirements for HPTs.**
3. You can be assured that the quality of testing procedures is tightly controlled, that the test used to confirm use of illegal drugs is highly reliable and that your test results will be handled confidentially, safely and securely.
4. Because you are subject to random drug testing while assigned to VA, you should be aware of the following:
 - Counseling and rehabilitation assistance are available to all HPTs through existing Employee Assistance Programs (EAP) at VA facilities; information on EAP can be obtained from your local Human Resources office. You may also choose to seek assistance through your school, college, university or training entity’s EAP. You will be given the opportunity to submit supplemental medical documentation of lawful use of an otherwise illegal drug to a Medical Review Officer (MRO).
 - VA may, at the direction of the facility’s leadership, initiate disciplinary actions (up to dismissal from VA rotation) against any HPT who:
 - refuses to be tested, or
 - refuses to obtain counseling or rehabilitation after a verified positive drug test, or
 - does not refrain from illegal drug use after a verified positive drug test.
 - VA will not initiate any disciplinary action against an employee who voluntarily identifies themselves as a user of illegal drugs prior to being notified of a scheduled drug test, obtains counseling or rehabilitation and thereafter refrains from using illegal drugs.
5. Random testing will begin no sooner than 30 days from the date you sign this acknowledgement.

6. Visit the US Office of Personnel Management (OPM) Work-Life webpage for “Information on Services Available for You,” Guidance & Legislation as well as Substance Use Disorder.
<https://www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/>
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I acknowledge receiving and reading this notice which states that while I am assigned to VA I may be selected for random drug testing, and that, if selected, my refusal to submit to testing may result in dismissal from VA assignment and/or termination of my VA appointment.

I authorize VA to share my test results with the appropriate school, college, university or training entity’s program official due to risks to patient safety and/or program eligibility.

Training Program

School, College, University or Training Entity

Print Name and Date Signed

Signature