

**Austin Community College
Health Sciences
Student Drug Screen**

Faculty Checklist:

Non-Regulated Pre-Placement Drug Screen: Student Enrollment Authorization and Release Form

- Contact Clinical Agency for current timelines for drug screening
- Obtain triplicate forms from the Department Chair or Assistant Dean's office
- Complete the triplicate form:
 - Unless otherwise notified, students requiring a drug screen will have a 10 Panel Screen
 - Based on the timeline provided by the clinical and the actual start date for the clinical, fill in the timeline portion of the triplicate form. (Please ensure that students realize that the process takes up to three (3) days for results. Students Should NOT Wait Until Last Day to Complete. Students will NOT Attend clinical until a negative result is received.
- Meet with the student and have them sign the triplicate form.
- Provide the student with a list of approved testing facilities.
- The student receives the white and pink copy of the triplicate form
 - White copy is to be taken to the approved testing facility by student.
 - Pink copy to be retained by student.
- Faculty will provide the yellow copy to the Compliance Coordinator- *this enables the Compliance Coordinator to provide results to the appropriate faculty.*
 - Do NOT have students deliver the yellow copy to Compliance Coordinator
 - For group of students: batch the yellow copies and deliver them to the Compliance Coordinator
- The Compliance Coordinator will provide the faculty with a verification of a completed negative drug screen to be given to the clinical agency.

January 26, 2011