

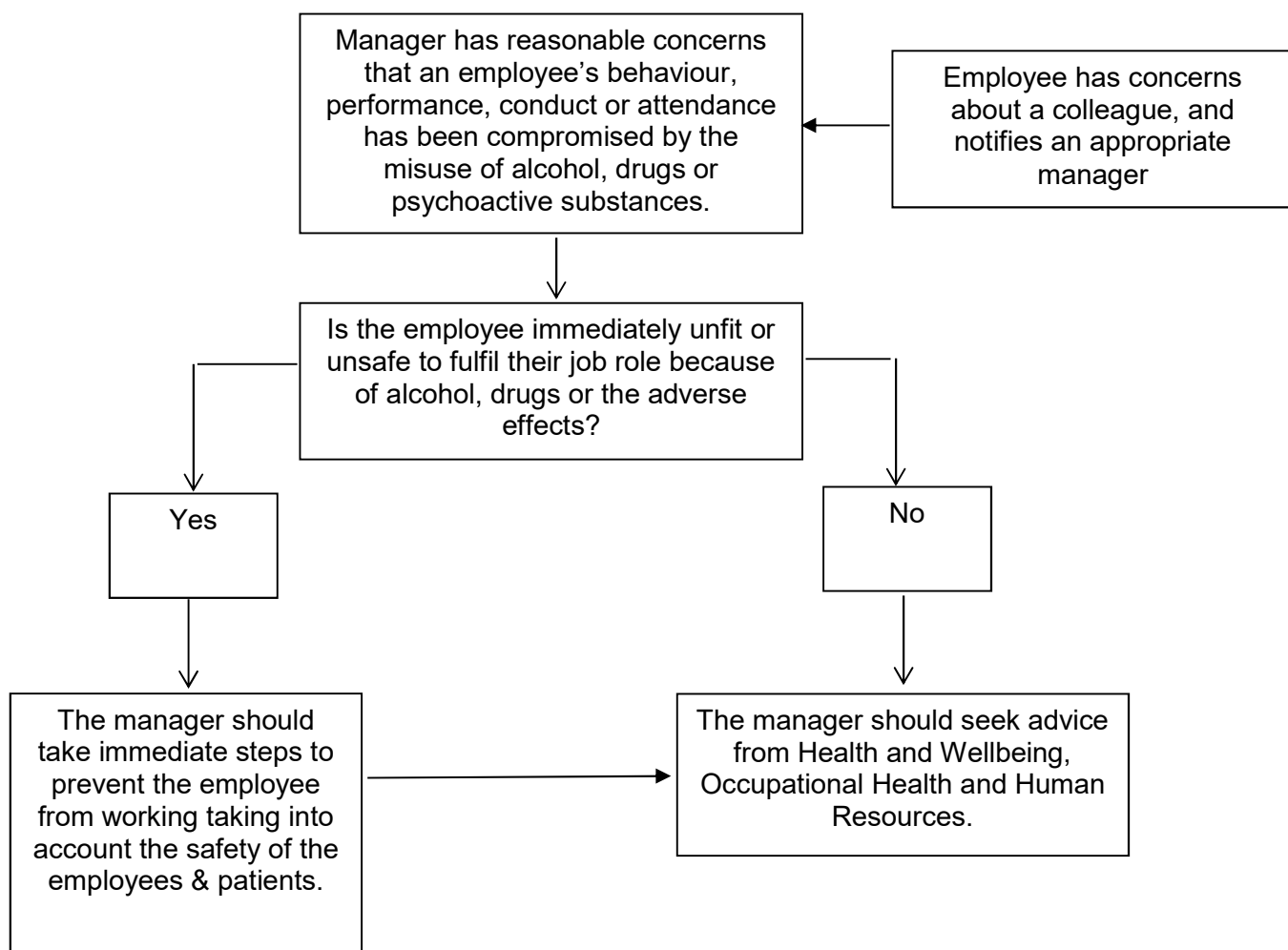
## Alcohol, Drugs and Substance Misuse Policy

Document No	HR - 00037	Version No	2.0	
Approved by	Policy Governance Group	Date Approved	09/06/2021	
Ratified by	Employee Partnership Forum	Date Ratified	07/06/2021	
Date implemented (made live for use)	21/06/2021	Next Review Date	07/06/2024	
Status	LIVE			
Target Audience- who does the document apply to and <u>who should be using it</u> . - The target audience has the responsibility to ensure their compliance with this document by: <ul style="list-style-type: none"><li>Ensuring any training required is attended and kept up to date.</li><li>Ensuring any competencies required are maintained.</li><li>Co-operating with the development and implementation of policies as part of their normal duties and responsibilities.</li></ul>		All employees directly employed by the Trust whether permanent, part-time or temporary (including fixed-term contract). It applies equally to all others working for the Trust, including private-sector, voluntary-sector, bank, agency, locum, and secondees. For simplicity, they are referred to as 'employees' throughout this policy Medical staff must also refer to the Maintaining High Professional Standards for Medical & Dental Employees Policy (Ref 10).		
Special Cases	There are no special cases in this policy			
Accountable Director	Director of Human Resources			
Author/originator – Any Comments on this document should be addressed to the author	Human Resources Business Partner			
Division and Department	Corporate – Human Resources			
Implementation Lead	Human Resources			
If developed in partnership with another agency ratification details of the relevant agency				
Regulatory Position	This policy complies with current legislation specifically: <ul style="list-style-type: none"><li>The Misuse of Drugs Act 1971 (Ref 10)</li><li>Health and Safety at work Act 1974 (4)</li><li>Management of Health and Safety at Work Regulations 1999 (Ref 12)</li><li>The Psychoactive Substances Act 2016 (Ref 13)</li></ul> The Road Traffic Act 1988 (Ref 15)			
Review period. This document will be fully reviewed every 3 years in accordance with the Trust's agreed process for reviewing Trust-wide documents. Changes in practice, to statutory requirements, revised professional or clinical standards and/or local/national directives are to be made as and when the change is identified.				

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## Instant Information 1 – Flow Chart



# 1 Introduction & Purpose

## 1.1 Introduction & Purpose

Great Western Hospitals NHS Foundation Trust (the Trust) committed to ensuring that all employees are treated fairly and equitably and to ensure the safety of employees, patients, their families. In order to ensure this, it is essential that any indications of possible substance misuse are responsibly managed in an effective, efficient and timely manner.

The purpose of this document is to set out the policy and procedural framework for Drug, Alcohol and Substance Misuse. The aims of this policy are:

- To ensure the safety of employees, patients, and their families/carers.
- To prevent work impairment due to alcohol, drugs and substance misuse and ensure that all employees are, at all times, able to carry out their duties in a safe and professional manner.
- To ensure that all employees are aware of the consequences for their employment if they misuse intoxicating substances at work, or that impact on their ability to work.
- To help employees identify at an early stage drug or alcohol misuse, and to encourage and assist those employees with a problem or potential problem to seek help.
- To set out the sources of help and advice available both within the Trust and from outside agencies.
- To offer assistance to employees who have, or believe another employee has, an alcohol or drug problem that is affecting their work.
- To provide a framework, with the specialist advice and guidance from the Occupational Health Team, within which substance misuse problems can be managed in a fair and consistent manner.

## 1.2 Glossary/Definitions

The following terms and acronyms are used within the document:

### Definitions of Substance Misuse

For the purpose of this policy substance misuse is where any employee is under the influence of, possession of or experiencing the side effects of illegal drugs, alcohol, over the counter drugs, prescription drugs or any other substance that adversely affects the employees' performance, behaviour or conduct.

Drug dealing or possession of illegal drugs will be reported to the Police, without exception.

The Misuse of Drugs Act 1971 (MDA) (Ref 10) is the main piece of legislation governing the unlawful possession and supply of controlled drugs and nearly all drugs with misuse and/or dependence liability are covered by it.

The Act lists the drugs that are subject to control and classifies them in three categories according to their relative harmfulness when misused.

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**Class A** drugs are the most addictive and physically dangerous drugs when misused and include ecstasy, cocaine, heroin, Lysergic Acid Diethylamide LSD, mescaline, methadone, morphine, opium and injectable forms of Class B drugs.

**Class B** drugs include oral preparations of amphetamines, barbiturates, codeine, methaqualone (Mandrax) and cannabis.

**Class C** drugs include most benzodiazepines (e.g. Temazepam, Valium), anabolic steroids and gamma hydroxybutyrate (GHB).

The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than those for Class B drugs, which in turn are more severe than the penalties for Class C drugs. The Act also distinguishes, in terms of the penalties that may be imposed, between the offences of possession and drug trafficking or supplying, with the latter attracting higher penalties.

The Road Traffic Act 1988 (Ref 15) states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances. The Trust will report any known instances to the police.

The Trust's Driving at Work Policy (Ref 14) outlines the actions the Trust will take to ensure that employees who drive at work are provided with the guidance and support to travel safely and comply with Road Safety legislation and the Highway Code.

<b>CQC</b>	Care Quality Commission
<b>HR</b>	Human Resources
<b>HWB</b>	Health and Wellbeing
<b>LSD</b>	Lysergic Acid Diethylamide
<b>MDA</b>	Misuse of Drugs Act 1971
<b>NHS</b>	National Health Service
<b>OH</b>	Occupational Health
<b>STAR</b>	Service, Teamwork, Ambition, Respect

## 2 Main Document Requirements

### 2.1 Alcohol, Drugs and Substances Open to Misuse

Unless in exceptional circumstances (defined below) the use of alcohol, drugs or inappropriate substances on Trust premises, is forbidden. Employees found to be doing so will have the substances confiscated and will be subject to the Trust's Conduct Management Policy, which may result in disciplinary action up to and including summary dismissal. The Trust will report employees' illegal drug consumption, possession, or any drugs or illegal substances found under investigation, to the Police.

This policy considers that misuse of substances to include any illegal drug, misuse of alcohol, dependency on prescription drugs and any circumstance where a substance has a consequential effect on work performance.

### 2.2 Exceptional Circumstances

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The responsible consumption of alcohol is allowed when an employee is residing in Trust accommodation.

To be in possession or having consumed a pharmaceutical drug which has been prescribed solely to the employee consuming the drug and has not had an adverse effect on performance is allowed. To be in possession of or having consumed over the counter drug that has not had an adverse effect on performance is allowed. In all cases the employee must demonstrate a responsible attitude to the consumption of pharmaceutical and / or over the counter drugs.

## **2.3 Criminal Actions**

The supply or possession of certain drugs is a criminal offence and any employee supplying or possessing illegal drugs on Trust premises will be subject to the Trust's Conduct Management Policy and may lead to disciplinary action up to and including summary dismissal. Managers who suspect that an employee is in possession of illegal drugs should contact the Trust Security Advisers for advice and assistance. The Trust will contact the Police in appropriate cases. Offences committed outside the Trust or offsite on Trust business may also lead to the Trust invoking the Conduct Management Policy which may result in disciplinary action, up to and including summary dismissal.

Any theft of drugs, whether controlled drugs or not, from the Trust will be treated as a serious disciplinary matter and may be reported to the Police regardless of any addiction or dependency of the employee.

It is the employee's duty to report any legal action or investigation by a regulated body, the Police or government body that concerns the employee regards to the misuse of drugs or psychoactive substances or being under the influence of alcohol to their line manager.

## **2.4 Employees who are Dependent on the Consumption of Alcohol or Drugs**

All employees are responsible for maintaining safe and sensible levels of alcohol consumption.

For the purpose of this section an employee who is dependent on alcohol or drugs is someone who regularly consumes alcohol or drugs and other substances that adversely affects their performance, conduct, attendance or normal social behaviour at work. This includes being under the influence of alcohol, drugs or other substances or from the consequence of having been under the influence of alcohol, drugs or other substances.

The Codes of Conduct / Practice issued by the General Medical Council, the Nursing and Midwifery Council and other regulatory bodies emphasise the need to act quickly to protect patients from risk where there is good reason to believe that a colleague may not be fit to practice for reasons of conduct, health or competence.

The Trust recognises that alcohol and drug dependency may, in some circumstances, be an illness which requires treatment and the provision of paid sick leave whilst treatment takes place. When the dependency has been diagnosed by a General Practitioner or any other medical professional qualified to do so, the employee should report (in confidence) this information to the Occupational Health Department and will be expected to comply with all recommended treatment.

If a period of sick leave is necessary, the employee will have the right to return to their existing post following treatment unless the Occupational Health Department or Manager believes it would be unsafe to do so or would pose an unacceptable risk to the effective working of the department concerned.

In such cases, redeployment opportunities to suitable alternative employment will be sought for the employee in line with the Trust's Redeployment Policy (Ref 9). The return to work both in the existing post or an alternative post may be subject to certain conditions e.g. medical checks, performance standards and review meetings.

## **2.5 Process for Managing an Employee where Substance Abuse is Evident**

If a Manager has reasonable concerns, or if concerns are highlighted by another source, that an employee's job performance, conduct or attendance has been compromised by the misuse of alcohol, drugs or other psychoactive substances, they must take responsibility to stop the employee working immediately. This includes scenarios where an employee attends work and their manager has reasonable grounds to believe that they are unfit and or unsafe to fulfil their job role because of alcohol or drugs misuse including adverse effects.

A manager must prevent the employee from working and this must be done with due care and attention towards the individual. The manager must inform a member of the Human Resources department immediately and seek advice from the Occupational Health team immediately. Where possible, the employee can be accompanied to Occupational Health so that the employee may meet with an Occupational Health professional to discuss the issue and for appropriate advice to be given to the manager as to whether substance misuse may have occurred.

Medical intervention should continue to be assessed via the employee's primary care provider e.g. GP or any other agencies already known to them.

The senior manager (on-call manager) must consider alerting the Police if there is an immediate risk to the individual i.e. driving home, so that appropriate measures can be taken if required.

The manager can then, if required after receiving advice from Human Resources, suspend the individual in line with the Trust's Conduct Management Policy. Suspension must be confirmed in writing and the process of investigation should commence in line with the Trust's Conduct Management Policy. A thorough investigation should be conducted by a suitable manager.

In the case of Medical and Dental employees, the Maintaining High Professional Standards for Medical and Dental Staff must be referred to and followed as appropriate.

## **2.6 Process for Managing an Employee where Substance Abuse becomes Evident from Sickness Absence**

In addition to a manager recognising signs of potential substance abuse, dependency on alcohol, drugs or any other substance may become evident during a process of sickness management. For example, in cases of supporting an employee who is absent from work due to a stress reaction, or those employees who report domestic and or personal difficulties outside work.

When referring an employee to Health and Wellbeing and Occupational Health the manager must obtain consent from the employee to ask the Occupational Health professional to discuss the issues made on the Management Referral, including the possibility of any form of alcohol, drugs or any other substance abuse.

If alcohol, drugs or any other substance abuse is confirmed, the manager must meet with the employee formally and in line with the Trust's Absence Management (Sickness) Policy (Ref 3). The management of such cases must be done decisively, and with due sensitivity to the employee and the manager must act to support the employee with overcoming the dependency and ensuring safety of working practice.

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The manager at the conclusion of the formal management of sickness absence meeting must agree a period of review with the employee, the purpose of which is twofold. Firstly, to ensure that attendance at work is maintained and reasonable, and secondly that the employee is not under the influence of any alcohol or drugs. If, during the period of review the manager deems the employee to be at work under the influence of, or displaying the after-effects of alcohol or drug consumption, action may be taken in line with the Trust's Conduct Management Policy.

## **2.7 Testing for Alcohol and Substances Open to Misuse**

Being under the influence of alcohol or substances open to misuse may represent a risk to the safety of the employee, their colleagues, patients or relatives/carers. Employees suspected of misuse will be referred to Occupational Health for assessment and, as part of the assessment, Occupational Health may seek consent from the employee to refer for further testing. Occupational Health do not undertake testing, therefore, referral for testing may be part of a clinical Occupational Health assessment and informed consent will be obtained.

Results of testing are medically confidential and as such are defined as Sensitive Personal Data under the Data Protection Act (Ref 11). These results will not be released to the employer or any other third parties without the consent of the employee other than in exceptional circumstances in line with the protocols of General Medical Council, Nursing and Midwifery Council or another recognised regulatory body. This may assist the Occupational Health practitioner in assessing fitness for work and formulating an appropriate occupational health management plan.

Refusal to undergo testing will result in the Occupational Health Service making recommendations regarding the employee's fitness to work on the information identified.

## **2.8 Health and Wellbeing and Occupational Health**

The Trust recognises that alcohol and substance misuse is a health and social problem requiring treatment and support, and that it has a responsibility to provide support to, and promote the rehabilitation of, any employee who may have problems with substance misuse that identifies this to their line manager and who is committed to and active in accepting help.

All staff have a responsibility to disclose if they have a problem with substance misuse to an appropriate person. This should be to their line manager or manager's manager. Support is also available via Occupational Health, Health and Well-being Services and the Employee Assistance Programme which staff can choose to self-refer to should they wish.

It is essential that all staff recognise the seriousness of any misuse of drugs, alcohol or other substances. Working when under the influence of substances including drugs and alcohol is strictly forbidden for Trust staff and is potentially an act of gross misconduct.

Managers should refer employees to Occupational Health promptly to encourage early advice and treatment for individuals at risk.

Where appropriate, employees will be referred to the Staff Health and Well-being Counselling or outside agencies which offer support and/or treatment.

Whilst an employee is receiving treatment, Occupational Health will report their progress to the appropriate manager (with the employee's consent) and advise the manager on the employee's fitness to work in conjunction with Human Resources.



## 2.9 Staff Support Service

Confidential clinical psychology and counselling is available to employees through the Staff Health and Wellbeing Service. Employees can self-refer to the service via the intranet page, emailing [gwh.staffsupport@nhs.net](mailto:gwh.staffsupport@nhs.net) or calling 01793 605040. No individual feedback is given to the Trust or to Managers about employees accessing the service, unless there is a concern of risk or safety requiring confidentiality to be breached.

Counselling/talking therapies can also be confidentially accessed by the Trust's Employee Assistance Programme service (EAP).

If employees have on-going concerns in relation to the policy and process it is encouraged to liaise with the HR Department and or the Trust Freedom to Speak Up (FTSU) Process.

## 2.10 Promoting a Healthy Working Environment

All managers have a responsibility to promote a healthy working environment where factors that might contribute to stress are recognised and reduced as far as possible.

All managers must set a standard of behaviour that promotes a healthy working environment. This includes taking breaks as appropriate, not expecting staff to work unreasonable overtime and promoting safe working practices.

All staff have a responsibility to report for work and remain in a condition that supports a healthy working environment and the safe treatment of patients and other customers.

All staff and managers can access information about staff support resources, e.g. Occupational Health and the Employee Assistance Programme (EAP) which includes an alcohol/drug/ substance misuse counselling service.

All staff are responsible for recognising and reporting to their manager any problems that may include stress which may be affecting their work. The Trust has a responsibility to support staff when stress is a problem, e.g. through Occupational Health, Health and Well-being services and EAP where this is appropriate and accepted by the employee.

It is expected that the working environment will be supportive enough for any employee to refer themselves for appropriate help if they have drug, alcohol or substance misuse problems and to be able to bring an issue of substance misuse to the attention of their manager, an alternative manager or the HR department.

## 2.11 Deteriorating Performance

Managers must be aware of the significance of deteriorating performance as a sign of drug, substance or alcohol misuse. However, it is equally important to recognise that such behaviours can be related to personal problems.

Where managers note deteriorating performance, they must sensitively draw their concerns to the attention of the staff member concerned, in a confidential environment. Where appropriate following this discussion, a referral should be made to the Occupational Health department so that on-going support can be provided.

Staff must recognise that in the interests of patient, staff and visitor safety, they must report any concerns that they have about a colleague's performance, including concerns over potential substance misuse issues. It is particularly important that if staff know or suspect that a colleague is involved in drug, alcohol or substance misuse, that they report this to an appropriate manager so that their colleague can be given help and support.

## **2.12 Right of Appeal**

The employee has the right to raise any concerns over the application of this policy using the Trust's Grievance Resolution Policy (Ref 5).

## **2.13 Manager's Responsibilities**

All Ward Managers, Matrons and Managers for Non-Clinical Services must be aware of this policy and act in a sympathetic but appropriate manner when they suspect an employee is under the influence of, possession of or experiencing the side effects of illegal drugs, alcohol, over the counter drugs, prescription drugs or any other psychoactive substances.

Managers must make full and appropriate use of the Trust's Human Resources, Health and Wellbeing and Occupational Health services when managing an employee where any of the above is suspected.

Managers must ensure that Trust medication and drugs will always be safely stored and audited. This should include safeguards and regulated access to authorised employees only. Employees who are untrained in the prescription of drugs or individuals who are unauthorised in the handling of drugs must be made aware that the medication and drugs areas are clearly out of bounds.

## **2.15 Employees Responsibilities**

All employees must:

- Report to work and remain throughout the working day in a fit and safe condition to undertake their duties and free of the influence of alcohol, drugs or any other psychoactive substance.
- Represent the Trust appropriately and ensure that a professional approach is taken with patients and colleagues at all times.
- Be free of the side effects of any alcohol, or prescribed or over the counter drugs, that impair their ability to perform their duties to the required standards.
- If they are experiencing the side effects of any prescribed or over the counter drugs and are aware that this may be impairing their performance, they must make their manager, or a Trust manager aware immediately.
- Adopt a responsible attitude towards the consumption of alcohol, taking over the counter drugs and use of prescribed medicines.

The possession, consumption or movement of illegal drugs or unauthorised alcohol on Trust premises by any employee on or off duty is strictly prohibited at all times. The unauthorised possession, consumption or unauthorised movement of the Trusts prescribed or non-prescribed drugs by any employee on or off duty is strictly prohibited at all times.

Any employee in a safety critical job and are found to be under the influence of illegal drugs or alcohol whilst performing the course of their work duties will be subject to the Trust's Conduct Management Policy (Ref 1) which may result in disciplinary action being taken against them, up to and including summary dismissal.

Any employee who is taking a course of prescribed medication which they feel is, or may, affect their ability to perform their role must inform Occupational Health and / or their line manager before undertaking any duties. To not do so may also result in disciplinary action being taken against them.

It is the responsibility of individual employees who believe or know that they or a colleague have an alcohol or drug problem to seek advice and ensure that they do not endanger patients, other employees or the general public by their actions.

It is the responsibility of employees that believe or know that they or another employee has an alcohol or drugs problem to seek advice and support from their Manager, a member of Human Resources team, the Health and Wellbeing and Occupational Health Department, their Professional Representative or a colleague working within the Trust or appropriate outside agencies.

## 2.16 Trust Responsibilities

The Trust recognises the need to support any employee who requires assistance with overcoming a problem with alcohol or drugs. In all cases where an employee seeks assistance to overcome a problem the Trust will utilise Health and Wellbeing and the Occupational Health Service and additional support networks as required.

Where an employee is diagnosed with having a problem with drugs or alcohol, the Trust will allow reasonable time off for the employee to receive treatments and counselling. If the employee's work duties are deemed to be a barrier to their recovery, reasonable adjustments will be made to the role, which may include a temporary redeployment for the duration of recovery and rehabilitation.

The Trust must act responsibly in supporting employees who have a dependency on drugs or alcohol and the employee's requirement to attend work fit to practice and perform their duties to the best of their ability. The use of the Trust Conduct Management Policy will be utilised where an adverse incident that has caused, or had potential to cause harm or damage to another employee, patient, visitor, member of public or the Trust's reputation has taken place due to the effects of alcohol, drugs or any other psychoactive substance on an individual's performance.

The dependency on alcohol, drugs or any other psychoactive substance may be considered as a mitigating factor on the employee's actions during a conduct investigation and conclusion, but shall not excuse the actions of the employee outright. All employees subject to disciplinary action in accordance with the Trusts Conduct Management Policy where the dependency on alcohol, drugs or any other psychoactive substance has been a factor will be expected to co-operate fully with the Trust programme of assistance in their recovery.

The Trust and all employees have a shared responsibility to deliver a high quality and safe service and disciplinary action may be used to protect this reputation. Therefore, disciplinary outcomes up to and including summary dismissal can be used as appropriate following full investigation in line with the Trust Conduct Management Policy (Ref 1).

## 3 Monitoring Compliance and Effectiveness of Implementation

The arrangements for monitoring compliance are outlined in the table below:

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Measurable policy objectives	Monitoring or audit method	Monitoring responsibility (individual, group or committee)	Frequency of monitoring	Reporting arrangements (committee or group the monitoring results is presented to)	What action will be taken if gaps are identified
To ensure concerns raised are managed consistently, in accordance with this Policy	Analysis of concerns raised, as documented on the Employee Relations database completed by HR	HR Advisors, Assistant HR Business Partners and HR Business Partners	Annually (information provided more frequently if required)	Present to Head of HR and Wellbeing Services	Depending on the results of the analysis, appropriate action will be taken, liaising with relevant services. Policy review if required.

## 4 Duties and Responsibilities of Individuals and Groups

### 4.1 Chief Executive

The Chief Executive is ultimately responsible for the implementation of this document.

### 4.2 The Trust Board

The Trust Board will:

- As a healthcare provider, support and encourage employees to look after their own health and wellbeing.
- Provide training to managers who may be required to use this policy.
- Recognise that employees may find being managed under this policy and subsequent policies stressful and ensure it is applied fairly with empathy, compassion and respect for individual circumstances.
- Ensure employees can access a confidential counselling service through Staff Health and Well-being Counselling Services and the Employee Assistance Programme (EAP) Telephone Counselling Service.

### 4.3 Managers

Managers will:

- Be a role model of the Trust's STAR values at all times
- Consider all fairness at work concerns fairly and consistently
- Ensure an approachable and open culture is promoted
- Have open and honest discussions with employees
- Recognise that employees may find being managed under this policy difficult and ensure it is applied fairly with empathy, compassion and respect for individual circumstances
- Ensure employees understand their rights under this policy
- Ensure appropriate support is offered to employees when applying this policy.

### 4.4 Employees

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Employees will:

- Be a role model of the Trust's STAR values at all times
- Deliver patient care to a high standard raising any issues preventing this to the appropriate person in a timely manner.
- Represent the Trust appropriately and ensure that a professional approach is taken with patients and colleagues at all times.
- Proactively engage with any support identified through Occupational Health
- Provide truthful information
- Take all reasonable steps to attend meetings that they are invited to either informally or formally.
- Engage in maintaining contact with their line manager and the Trust.
- Take responsibility for their own health and well-being and follow appropriate advice.

#### 4.5 Human Resources

Human Resources will:

- Provide guidance and advice to employees at all levels within the Trust
- Ensure this policy is applied in a fair and consistent manner
- Review the effectiveness of the policy and procedures
- Provide solutions focused advice taking into account relevant employment legislation
- Where appropriate ensure meetings under this policy are conducted without unreasonable delay
- Support employees to deliver patient care which is underpinned by the Trust's STAR values
- Provide training and coaching to managers who may be required to use this policy
- Ensure employees can access a confidential counselling service through Staff Support
- Ensure this policy is accessible to all employees

#### 4.6 Health and Well-being and Occupational Health

Health and Well-being and Occupational Health will:

- Advise employees and managers on any appropriate adjustments in the workplace to support conduct including; rehabilitation, redeployment, retraining, changes to role or working pattern, in order to enable line management to make appropriate decisions.
- Offer all employees an appointment within six working days of receipt of a management referral.
- Send the employee a copy of the Occupational Health report within 48 hours of them attending their appointment with the employee's agreement the manager will also receive the report within 48 hours of the appointment.
- Submit to all individuals named on a referral a report within 48 hours of an appointment.
- Provide quality reports in response to all questions submitted in management referrals.

#### 4.7 Trade Unions

For subscribing trade union members Trade Unions will:

- Provide support and guidance to employees.
- Represent the employee.
- Work in partnership with the Trust to support the health and well-being of its employees.
- Support with the review of the effectiveness of the policy.

#### 4.8 Document Author and Document Implementation Lead

The document Author and the document Implementation Lead are responsible for identifying the need for a change in this document as a result of becoming aware of changes in practice, changes to statutory requirements, revised professional or clinical standards and local/national directives, and resubmitting the document for approval and republication if changes are required. All Ward Managers, Matrons and Managers for Non-Clinical Services must ensure that employees within their area are aware of this document; able to implement the document and that any superseded documents are destroyed.

## 5 Further Reading, Consultation and Glossary

### 5.1 References, Further Reading and Links to Other Policies

The following is a list of other policies, procedural documents or guidance documents (internal or external) which employees should refer to for further details:

Ref. No.	Document Title	Document Location
1	Conduct Management Policy	T:\Trust-wide Documents
2	Performance Management Policy	T:\Trust-wide Documents
3	Absence Management (Sickness) Policy	T:\Trust-wide Documents
4	Health and Safety Policy	T:\Trust-wide Documents
5	Grievance Resolution Policy	T:\Trust-wide Documents
6	Maintaining Professional Standards and Performance for Medical and Dental staff	T:\Trust-wide Documents
7	Health & Wellbeing (Including Stress) Policy	T:\Trust-wide Documents
8	ACAS guidance	<a href="http://www.acas.org.uk">www.acas.org.uk</a>
9	Redeployment Policy	T:\Trust-wide Documents
10	The Misuse of Drugs Act 1971 (MDA)	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>
11	Data under the Data Protection Act	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>
12	Management Health & Safety at Work Regulations 1999	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>
13	Psychoactive Substances Act 2016	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>
14	Driving at Work Policy	T:\Trust-wide Documents
15	The Road Traffic Act 1988	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>

### 5.2 Consultation Process

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The following is a list of consultees in formulating this document and the date that they approved the document:

Job Title / Department	Date Consultee Agreed Document Contents
Clinical Psychologist, Clinical Lead for Staff Health & Wellbeing	29.04.2021
Ward Manager	01.05.2021
Head of Service	30.04.2021

## 6 Equality Impact Assessment

An Equality Impact Assessment (EIA) has been completed for this document and can be found at Appendix A.

### Appendix A - STAGE 1: Initial Screening For Equality Impact Assessment

At this stage, the following questions need to be considered:			
1	What is the name of the policy, strategy or project? Alcohol, Drugs and Substance Misuse Policy		
2.	Briefly describe the aim of the policy, strategy, and project. What needs or duty is it designed to meet? This policy considers that misuse of substances to include any illegal drug, misuse of alcohol, dependency on prescription drugs and any circumstance where a substance has a consequential effect on work performance. It sets out the support and process for employees, managers, HR, Occupational Health and Health and Well-being services.		
3.	Is there any evidence or reason to believe that the policy, strategy or project could have an adverse or negative impact on any of the nine protected characteristics (as per Appendix A)?		No
4.	Is there evidence or other reason to believe that anyone with one or more of the nine protected characteristics have different needs and experiences that this policy is likely to assist i.e. there might be a <i>relative</i> adverse effect on other groups?		No
5.	Has prior consultation taken place with organisations or groups of persons with one or more of the nine protected characteristics of which has indicated a pre-existing problem which this policy, strategy, service redesign or project is likely to address?		No

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Signed by the manager undertaking the assessment	Ruth Scott
Date completed	29 <sup>th</sup> April 2021
Job Title	Assistant HR Business Partner

On completion of Stage 1 required if you have answered YES to one or more of questions 3, 4 and 5 above you need to complete a [STAGE 2 - Full Equality Impact Assessment](#)

## Equality Impact Assessment

### Are we Treating Everyone Equally?

Define the document. What is the document about? What outcomes are expected?

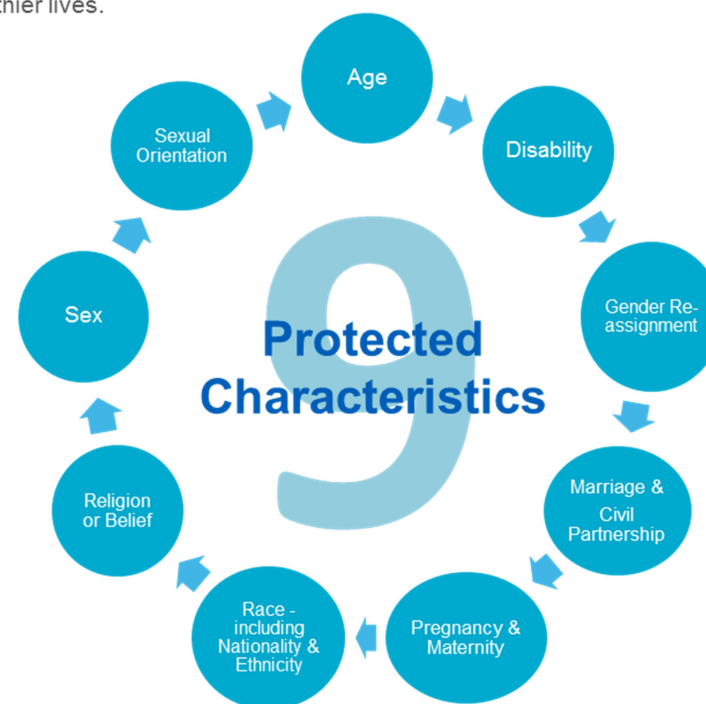
Consider if your document/proposal affects any persons (Patients, Employees, Carers, Visitors, Volunteers and Members) with protected characteristics? Back up your considerations by local or national data, service information, audits, complaints and compliments, Friends & Family Test results, Staff Survey, etc.

If an adverse impact is identified what can be done to change this? Are there any barriers? Focus on outcomes and improvements. Plan and create actions that will mitigate against any identified inequalities.

If the document upon assessment is identified as having a positive impact, how can this be shared to maximise the benefits universally?

### Our Vision

Working together with our partners in health and social care, we will deliver accessible, personalised and integrated services for local people whether at home, in the community or in hospital empowering people to lead independent and healthier lives.



### Trust Equality and Diversity Objectives

Better health outcomes for all	Improved patient access & experience	Empowered engaged & included staff	Inclusive leadership at all levels
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