

Workplace Drug Testing - Collector Training Program

Instructor: Leo M. Kenney, DC, DABCO, FICC, DABFP, DABCC

Course Outline and Curriculum

Goal: This course provides qualification training to chiropractors who wish to perform workplace testing in the occupational health care setting. This course will prepare chiropractors who perform Occupation Drug Testing to properly conduct the testing in accordance with the U.S. Department of Transportation Procedures for Transportation Workplace Drug and Alcohol Programs.

Chiropractors who successfully complete this program will be certified as Drug Test Specimen Collectors as required by federal regulation (49CFR Part 40).

Course Description: This course is composed of an interactive internet based training component consisting 4 hours of training and an attended seminar consisting of 3 hours of class room training. **A total of 8 hours of continuing education is provided by this program.**

Attendees must complete the two hour online training before they will be allowed to attend the classroom seminar to receive certification. The online component of the course includes the procedures and methodology used in the performance of Breath Alcohol Testing, and training in the Federal Regulations (49 CFR Part 40). On line attendance and attentiveness is tested electronically every three minutes. At the conclusion of each Unit attendees must complete a quiz and achieve a 100% score to proceed to the next Unit. If they score less than 100% they are redirected to the section relating to the question answered incorrectly. Upon reviewing this section again, they are returned to a new quiz which they must successfully complete with a 100% score.

At the conclusion of all seven units the attendees must complete a test with a minimal passing score of 85%. If the attendees score below 85% they are again returned to appropriate unit for review and then returned to attempt another test. A maximum of 6 hours of continuing education credit is available for the completion of this program. If the attendee completes the internet based component in less than 6 hours the continuing education certificate the attendee will receive will document the exact amount of time he/she spent on the training. If they exceed the 6 hours allotted they will only receive credit for 6 hours. Time is tracked in 3 minute increments.

The attendee will receive a separate certificate of attendance for the attended seminar and the interactive internet based training component of the program with each clearly identifying how the hours were obtained.

The classroom portion of the program consists of detailed descriptions of the procedural steps in the performance of drug specimen collection in federally mandated programs, the performance in non-federally mandated programs and their differences. In addition the attendees are required to successfully complete 5 consecutive error-free mock collections under the supervision of a properly certified trainer as defined in the federal regulations. There is role playing by the attendees in problem testing situations and the regulations pertaining thereto.

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Online Training Component

- **Hour 1:** **Part I - Introduction and Overview**
 - » DOT
 - » Agencies
 - » 49 CFR Part 40 & Modal Rules**Objective: The attendees will be able to:**
 - » State the goals and objectives of the Workplace Drug Testing training.
 - » Describe the Department of Transportation and its administrative agencies, and their roles and the differences in their rules pertaining workplace drug-testing programs.
 - » Explain what the DOT drug misuse prevention rules are, who is affected by them, what testing is required, what conduct is prohibited, and what the consequences are for a violation.

- **Hour 2:** **Part II – Collector**
 - Who is eligible
 - Training**Part III - Collection Site, Supplies, & Forms**
 - » Collection Site
 - » Collection Supplies
 - » Federal Custody and Control Form**Objective: The attendees will be able to:**
 - » Explain who is eligible to act as a collector in federally mandated drug testing programs and the required training.
 - » Describe appropriate test site selection, preparation, security.
 - » Describe what materials and supplies are necessary to complete a collection and the rules of their handling.
 - » Describe the appropriate and correct completion of DOT and non-DOT custody and control forms.

- **Hour 3:** **Part IV - Collection Procedures**
 - » Employee/Donor ID
 - » Collection Procedures
 - » Shy Bladder Procedures
 - » Direct Observation Collection Procedures
 - » Monitored Collections**Objective: The attendees will be able to:**
 - » Describe the procedures for donor identification.
 - » Describe the method of handling shy bladder collections, and the reasons for and methods of performing monitored and direct observation collections.

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Online Training Component

Part V - Problem Collections

- » Problem Collections
- » Blind Quality Control Samples
- » Correcting Collection Problems
- » DOT and Non-DOT regulated Employers

Objective: The attendees will be able to:

- » Describe the procedures for handling problem collections and refusals to test.
- » Describe quality control samples and their use.
- » Describe the difference between DOT and Non-DOT employers with respect to workplace drug testing programs.

Drug Specimen Collector Certification Program

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Classroom Component

Hours 1:

Introduction and overview.

Comprehensive review of Drug Specimen Collection Training requirements and Workplace Drug Testing rules and regulations.

Learning Activities:

- In depth review of the federal regulations 49 CFR Part 40.
- A discussion of testing sites, security, records requirements, records maintenance, and Collector responsibilities and liabilities.

The Collector

Collection Site, Supplies, & Forms

Learning Activities:

- Instructor lead discussion of who is eligible to serve as a collector and how a worksite is prepared and secured.
- Instructor lead completion of the Federal Custody and Control Form, discussion of the various Parts of the form, and who is responsible for the completion of each part.
- Instructor demonstration of appropriately prepared test sites and inappropriately prepared sites.

Hours 2:

Collection Procedures

Learning Activities:

- Instructor & assistant demonstration of proper collection procedures including Employee/Donor identification, Normal Sample Collection Procedures, Shy Bladder Procedures, the proper handling of Monitored and Direct Observation Collections, and their documentation.

Problem Collections

Learning Activities:

- Review of Obstacles to Completing a collection, Fatal and Correctable Flaws, and correcting the flaws and when error correction training is required.
- Demonstrations of how to handle refusals to test.
- Review of Blind Quality Control Samples.
- Discussion of how to correct correctable errors, what constitutes fatal error requiring error correction training.
- Discussion of the differences between DOT and Non-DOT workplace drug testing programs and their implementation and management.

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Classroom Component

Hour 3:

- **Mock Testing.** Attendees will be required to complete five consecutive error free tests while being monitored by a certified trainer as required by 49 CFR Part 40. They must complete the following mock tests:
 1. Normal Collection
 2. Normal Collection
 3. Out of Temperature Range Collection
 4. Insufficient Quantity Collection (Shy Bladder)
 5. Refusal to Sign/Initial