

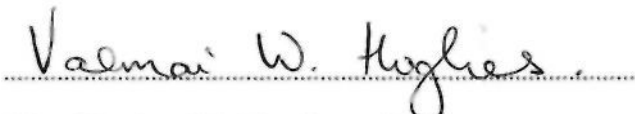
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Level 2

Supplier requirements for the approval of medical assessments and drug and alcohol screening and certification

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Issue record

Issue	Date	Comments
1	June 2000	Initial issue
2	Feb 2005	Reformatted to migrate into the new Network Rail Standards framework.
E3	June 2006	Emergency issue to align with new NR/L1/OHS/051 <i>Drugs and alcohol</i> , to allow for methods of drugs and alcohol testing other than laboratory testing of urine samples, and to update references.
4	August 2008	Revised
5	September 2011	Reissued following review of standard

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 03 December 2011.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

Reference documentation

NR/L1/OHS/051	Drugs and Alcohol Policy
NR/L2/OHS/00124	Competence Specific Medical Fitness Requirement
SI 2006/599	Railway and other Guided Transport Systems (Safety) Regulations 2006
GE/RT8000	The Rule Book
GE/RT 8070	Drugs and Alcohol
GMC, 2009	General Medical Council: Confidentiality: disclosing information for insurance, employment and similar purposes
GMC, 2009	Confidentiality
NMC, 2002	Nursing Midwifery Council: Code of Professional Conduct
NR/L2/OHS/00118	Random testing for drugs and alcohol
NR/L2/OHS/00119	For cause testing for drugs and alcohol
NR/L2/OHS/00120	Pre-employment, pre- appointment and periodic testing for drugs and alcohol
NR/L2/OHS/050	Sentinel Scheme Rules
NR/L2/CTM/021	Competence and Training in Track Safety
	Data Protection Act, 1998

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SEQOHS	Occupational Health Service Standards for Accreditation. Faculty of Occupational Medicine, 2010
HSE MS7	Guidance Note: Colour vision examination. A guide for occupational health providers
BS 4274:1968	Specification for test charts for determining distance visual acuity.
BS 6655: 1986	Pure tone air conduction threshold audiometry for hearing conservation
BS EN 60645-1 :2011	Electroacoustics – Audiological Equipment- Part 1: Pure tone audiometers

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1 Purpose

This document details the minimum requirements for suppliers to administer medical assessments and drugs and alcohol screening to allow for registration as an Approved Network Rail Supplier. It also details the required certification.

The standard is designed to support the achievement of safe, appropriate and effective quality services by a Supplier who wishes to become a registered Approved Network Rail Supplier for medical assessment and/or drug and alcohol screening for the railway infrastructure.

2 Scope

This standard applies to all suppliers who wish to become a registered Approved Network Rail Supplier for medical assessment and/or drug and alcohol screening.

3 Definitions

For the purpose of this standard, the following terms and definitions apply:

Adulterated sample: A sample inconsistent with a human physiological process or containing a non-physiological substance likely to interfere with the analytical process. In the case of urine this may be indicated by extreme dilution or pH outside of clinically acceptable range.

Alcohol: Drinkable liquid containing ethyl alcohol.

Alcohol cut off level: Alcohol testing cut off levels are those prescribed by the Railway Group Standard GE/RT8070 to define a positive result. An unfit state through alcohol means more than:

- 29 milligrams of alcohol per 100ml of blood
- 13 micrograms of alcohol per 100ml of breath, or
- 39 milligrams of alcohol per 100ml of urine.

Approved Network Rail Suppliers: An approved medical service provider who undertakes the medical assessment and/or Drug and Alcohol testing that is listed on the Approved Network Rail Supplier Register. This approval includes a requirement for Link-Up qualification under the appropriate product codes. These are:

- 0408 / 1010 Medicals & Drug Testing (for suppliers offering only off Network Rail Managed Infrastructure collection and laboratory based analysis). Link-up Registration only
- 0413 / 1004 Medical Screening and Surveillance (attracts a Link-up Audit)
- 0413 / 1005 Alcohol and Drugs Testing - (attracts a Link-up Audit)

NOTE: 0413 / 1004 and 0413 / 1005 includes on-site 'for-cause' / random screening where collection involves Collection Officer on Network Rail Managed Infrastructure (which includes Signal Boxes, Signalling Centres, Control Rooms, within Engineering Possessions, Equipment and Plant Rooms and any location within the boundary fence of the operational infrastructure defined as on the lineside. Such Collection Officer must be accompanied by a Controller of Site Safety when on or near the line and have the appropriate Sentinel competencies - or hold a valid Track Visitors Permit and have this evidence with them at all times when on Network Rail Managed Infrastructure.

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At Work: Any time when a person is being paid and is 'on duty', including periods of paid 'on call' duties. Attendance at evening functions, periods of free time at the end of a training day within residential courses, etc. are not generally considered to be time at work for these purposes.

Authorised Person: An individual that is authorised to release drugs and alcohol screening results from the supplier to the employer.

Chain of Custody: A process used to maintain and document the chronological history of a drugs and alcohol sample in order to guarantee the identity and integrity of the sample from collection through to reporting of the test results, and which leads to the production of a legally defensible report.

Clinical Governance: A system that provides a framework for continuous improvement of the quality of professional service. This should be achieved by embracing, supporting and applying evidence-based practice, implementing clinical standards and guidelines, workforce planning and employee development.

Collection Officer: A person trained and suitably competent in the procedures used for Chain of Custody collections and authorised to perform such collections.

Data: Data refers to all records and correspondence.

Donor: Person providing specimen for drugs and alcohol testing.

Drug: A substance that, when taken into the body, is capable of affecting mental or physical performance.

Drug Cut off Level: Drug testing cut off levels are the minimum concentrations of drugs or metabolites that must be present in specimens, before laboratories will report the drug testing results as positive.

Gas Chromatography and Mass Spectrometry (GC-MS): A technique used to identify and accurately measure the concentration of drugs or their metabolites present in a sample.

Informed Consent: Consent to a procedure, which is freely given following adequate explanation.

Laboratory Analysis: Confirmation of the nature and concentration of substances present in the sample using current scientific best practice under the supervision of a toxicologist in a laboratory accredited for the purpose and participating in a recognised external quality assurance scheme.

Managers of the Sentinel Scheme: The body that keeps the database and manages the system that provides competence recording and certification to individuals within the Scheme.

Medical Review Officer (MRO): An occupational physician (as here defined) who is qualified and competent to:

- make a sound judgement on the clinical need for the quantity of a substance found in the laboratory analysis of a sample;
- give appropriate advice to the employer on implications for fitness for work where a drug screen result is negative on the basis of legitimate medication.

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Their competence will be demonstrated by the possession of:

- knowledge of common substances of abuse, their toxicology and laboratory methods used in their detection
- understanding of sample collections procedures and chain of custody arrangements
- evidence of attendance on a training course run by an accredited laboratory toxicologist.

Medical Examiner: A practice nurse, occupational health nurse, occupational physician or responsible occupational physician.

Misuse: The use of Alcohol at Work or dependency on Alcohol and/or Drugs for a purpose not consistent with legal guidelines or medical recommendations for dosage, intervals or amounts.

Occupational Health Nurse (OHN): A Registered Nurse (RN) with the Nursing and Midwifery Council who holds a post registration qualification in Occupational Health Nursing to Certificate / Diploma or Degree level and who has an understanding of the railway industry. Evidence of experience in railway industry should include a good understanding of all the tasks undertaken by individual roles such as Trackworker, Signaller, Maintenance Engineering Technicians/Telecoms, nominated/ authorised persons (Electrification), Machine and Crane Controller.

The nurse will have received training in performing occupational health assessments either internally or by an external provider.

Occupational Physician: A person who holds a General Medical Council (GMC) licence to practice in the UK and who has either UK Faculty of Occupational Medicine qualification (FFOM, MFOM, AFOM, DOccMed) or equivalent qualification from an EU country or an occupational medicine specialist registrar in an approved training post whose training supervisor is a railway responsible occupational physician.

The Occupational Physician shall have both sufficient experience of occupational medicine and sufficient experience and understanding of railways work to enable sound judgements to be made in regards of fitness for railway Safety Critical Work and in particular medical capability to work on or near the line. Evidence of experience in railway industry should include a good understanding of all the tasks undertaken by individual roles such as Trackworker, Signaller, Maintenance Engineering Technicians/Telecoms, nominated/authorised persons (Electrification), Machine and Crane Controller.

An Occupational Physician must work under the clinical supervision of, and have access to timely advice from, a responsible occupational physician.

Personal Track Safety: Known as PTS, is a competency required by people who go on or near the line as defined in NR/L2/CTM/021 and GE/RT8000.

Practice Nurse: A Registered Nurse (RN) with the Nursing and Midwifery Council (NMC) who has sufficient post registration experience in general nursing and who has an understanding of the railway industry. Evidence of experience in railway industry should include a good understanding of all the tasks undertaken by individual roles such as Trackworker, Signaller, Maintenance Engineering

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Technicians/Telecoms, nominated/authorised persons (Electrification), Machine and Crane Controller.

The nurse will have received training in performing occupational health assessments either internally or by an external provider.

Responsible Occupational Physician: A doctor who holds a GMC licence to practice in the UK and is on the GMC specialist register for occupational medicine (or holds equivalent non UK qualification).* A responsible Occupational Physician shall have both sufficient experience of occupational medicine and experience and understanding of railways work to enable sound judgements to be made in regards of fitness for railway Safety Critical Work and in particular medical capability to work on or near the line. Evidence of experience in the railway industry should include a good understanding of all the tasks undertaken by individual roles such as Trackworker, Signaller, Maintenance Engineering Technicians/Telecoms, nominated / authorised persons (Electrification), Machine and Crane Controller.

A responsible occupational physician shall carry responsibility for clinical supervision of and provision of relevant advice to, other railways occupational health staff within the occupational health department (in regards of railways occupational health).

* In addition the following categories of Occupational Physicians who are not on GMC specialist register for Occupational Medicine may hold position as responsible occupational physicians:

- an occupational medicine specialist registrar in an approved training post who has equivalent knowledge and experience in the railway industry and whose supervisor is also a responsible occupational physician;
- an occupational physician, who holds AFOM qualification and who has equivalent knowledge and experience in the railway industry that can be verified by a responsible doctor who is on the GMC specialist register for Occupational Medicine.

Safety Critical Work: Work defined as safety critical in the Railways and other Guided Transport Systems (Safety) Regulations 2006 (ROGS).

Sentinel: Sentinel is Network Rail's scheme for making sure that the people who work on or near the line are competent and medically fit. For all those qualified in PTS, they shall hold a valid Sentinel competence card. The "Sentinel Scheme Rules" are the rules of the Sentinel scheme.

Sponsor: As defined in the Network Rail standard NR/L2/OHS/050.

Staff: The entire group of people who work at an organisation including those who work on an employed/agency/bank or voluntary basis, clinical e.g nurses, doctors and non clinical e.g administrative staff.

Substitution: Is the replacement of one urine sample with another or with an alternative fluid.

Supplier: An approved medical service provider who undertakes the medical assessment and /or drug and alcohol screening that is listed on the Approved Network Rail Supplier Register.

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Toxicologist: A trained scientist employed or appointed by the analysing laboratory, who is responsible for isolating, identifying and quantifying toxic substances through planning and carrying out laboratory tests; and who is responsible for interpreting a laboratory positive finding in consultation with the medical review officer.

This person will be qualified to degree level. They will have training and experience in the theory and practice of all methods and procedures used in the laboratory, including a thorough understanding of chain of custody procedures, quality control practices and analytical procedures relevant to the results being interpreted.

Quality: Quality is used in this document to denote a degree of excellence.

Quality assurance: Refers to the planned and systematic activities in a quality system that gives confidence or make certain that quality requirements for a product or service will be fulfilled.

4 General supplier requirements

4.1 Requirements

Assessments of medical fitness against the requirements of NR/L2/OHS/00124 and drugs and alcohol screening, in accordance with NR/L1/OHS/051, shall only be conducted by Approved Network Rail Suppliers of medical assessment and/or drug and alcohol screening services listed on Approved Network Rail Supplier Register.

Laboratories performing analyses on behalf of the supplier shall hold current United Kingdom Accreditation Service (UKAS) accreditation to ISO/IEC17025:2005 and shall be listed on the Approved Network Rail Supplier Register, the scope of accreditation for Workplace Drug and Alcohol Testing and Analysis.

All registered Approved Network Rail Suppliers shall conduct their business with integrity and maintain financial propriety.

4.2 Arrangements for information governance

All Approved Network Rail Suppliers shall maintain adequate occupational health clinical records. These shall incorporate:

- occupational health clinical records, wherever held, maintained to standards which meet legal and regulatory compliance and professional best practice recommendations;
- clearly defined arrangements for backing up computer data, back-up verification, a safe back up system and authorisation for loading programmes where a computer is used;
- procedures for the transfer of records on change of contract or close of business.

All Approved Network Rail Suppliers shall implement and comply with systems to protect confidentiality. These shall incorporate:

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- understanding by supplier staff of their responsibility to protect confidentiality;
- all paper occupational health clinical records, wherever held or transported, are accessed, stored and disposed of safely and securely;
- an effective policy in place to control access to computerised data and prevent unauthorised access at all times;
- processes to make certain the intellectual property of customers is protected.

4.3 Arrangements for the clinical governance of medical examiners

All Approved Network Rail Suppliers shall have a Responsible Occupational Physician who shall have systems in place to assure the competence of medical examiners, to audit their work and provide advice to them in case of doubt.

The supplier shall have documented systems for quality assurance and clinical governance that makes certain that the delivery of services reflect current evidence based guidelines, national guidelines and Approved Codes of Practice. These shall incorporate:

- processes for the management of competence, recruitment, education and training, supervision and continuing professional development of staff;
 - the supplier shall demonstrate that collection officers have received full training and fully understand the Chain of Custody procedure and are competent to carry out the collection of samples. A certificate of competence shall be issued annually following re-assessment* and shall be produced by the Supplier at the request of a person authorised by Network Rail at any time;

NOTE: * Re-assessment - this involves the technical understanding of the requirement for a Chain of Custody procedure and an observed Chain of Custody Collection undertaken by the Collection Officer assessed by a competent assessor

- Collection Officers shall carry identification cards for all site visits detailing name, designation and the name of Approved Network Rail Supplier.
- processes to communicate, throughout the organisation, changes to internal procedures and policies, Network Rail standards, relevant statutory and regulatory requirements and relevant external protocols and guidance's;
- a defined management structure for the delivery of clinical standards, risk management, internal audit and review of their delivery;
- a defined system in place to detect and address, as early as possible unacceptable clinical practice and concerns regarding a member of staff's conduct, performance and health.