

Please reply to: Elizabeth House
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Fulbourn
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CB21 5EF

Tel. 0800 376775
Email: foi@cpft.nhs.uk
Website: www.cpft.nhs.uk

18 November 2022

Reference number: F23-308A

SENT BY EMAIL

Dear

Thank you for your email requesting information under the Freedom of Information Act 2000.
Please find the response attached as requested.

- 1 Does your authority have a distinct policy covering alcohol and/or other substance use by employees of the authority? Yes**
If so, on what date was this policy implemented? 18 December 2019
What policy did this supersede? The policy was originally implemented in May 2004, since which it has been reviewed a number of times.

Please provide a copy of your current alcohol and substance use policy attached.

- 2 Does your authority's current occupational health policy include sections or subsections which cover the use of alcohol and/or other substances by employees of your authority who are registered healthcare professionals, including but not limited to alcohol and/or substance addiction and/or impairment at work due to substance use? If so, on what date was this policy implemented? Please provide a copy of your current occupational health policy**
We do not have a specific OH policy.
- 3 What policy within your authority covers performance management issues related to alcohol and substances within the workplace, including but not limited to impairment at work due to alcohol or substance use, and/or criminal activity either during or outside of work hours related to alcohol and substance use? On what date was this policy implemented? Please provide a copy of the current policy in which this information is included.**
Substance Use Policy, 18th December 2019 in conjunction with the Trust's Supporting Attendance policy.



4 If there is a concern regarding a registered healthcare professional employee's alcohol or substance use, please outline the process applied within your authority for dealing with the issue, with reference to pathways for the employee concerned, and who has responsibility for decision making for any given pathway the employee is placed upon, and how decisions are made as to how the pathways are implemented.

Any concerns that an employee is under the influence of a substance should be reported to the employee's line manager.

The employee's line manager would speak with the employee privately, ensuring they are accompanied by a witness. In this conversation the line manager would inform the employee of their concern that they are unfit for duty due to being under the influence of a substance and the reasons behind this belief. The line manager should make notes of this discussion. If the line manager decides that the employee is unfit for duty then they would send the employee home for the remainder of their shift on paid leave. The line manager would then need to ensure that any witnesses make a written statement as soon as possible following the incident. The line manager should consider referring the employee to Occupational Health.

When the employee returns to work, the line manager will complete a return to work interview, where the line manager will decide on whether no action is taken or an informal warning is issued or formal disciplinary action is taken

If the line manager believes that the employee has an alcohol or drug problem, then they should discuss this with the employee and advise them to seek advice through Occupational Health or their General Practitioner.

I trust this information meets your needs. If you have any query or concern about the handling of your enquiry then please contact the Trust's Freedom of Information Lead at the address below.

You also have the right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545700

Website: www.informationcommissioner.gov.uk

Yours sincerely,

Stephen Legood
Director of People and Business Development

