



## **Core Competencies Drug and Alcohol Testing Industry Consultant**

The Consultant operates in a complex environment requiring skills and knowledge in a variety of subject areas related to drug and alcohol testing management. For the purpose of Consultant accreditation, the competency skills and knowledge subject areas are divided into these categories:

- Regulatory issues and consultant information
- Consultant Service Offerings
- Policy Consultation and Review
- Audit/Review/Inspection Consulting Services
- Professional Training and Leadership

### **I. Regulatory Issues and Consultant information**

Competency Statement: The Consultant must be knowledgeable about applicable regulations, case law (if applicable) and rules including Federal and State guidelines for drug and alcohol testing programs. These regulations include Department of Health and Human Services Mandatory Guidelines, 49 CFR Part 40, applicable Federal Agency regulations, and various state programs and laws, including any relative case law if applicable, regarding drug and alcohol testing and drug free workplace programs. The Consultant must also have knowledge of state and local marijuana laws in the areas where the Consultant provides consultation services, including an understanding of how those laws (and any case law if applicable) and regulations impact workplace drug testing programs. Knowledge and understanding of the FMCSA Drug and Alcohol Clearinghouse is necessary for the Consultant to be effective in providing consultation services to FMCSA regulated employers.

### **II. Consultant Service Offerings**

Competency Statement: The Consultant must be knowledgeable and have demonstrated proficiency, either by credentialing or experience, in all areas of service offerings. This could include services such as business development for other industry services providers. Any additional Consultant service offerings are detailed in the Consultant Service Offerings section of the questionnaire and could include offering start-up consulting services (business development) to other industry service providers.

### **III. Policy Consultation and Review**

Competency Statement: The Consultant may or may not perform policy consultation and review services for their employer clients. The Consultant must be knowledgeable about what policy content is required to ensure compliance for DOT policies. The Consultant should also be knowledgeable about state law and what is considered required policy content. Where applicable, the Consultant should also be aware of any case law that would affect any Drug Free Workplace Program (DFWP) written policy.

Should the Consultant uncover omissions of information or detect inadequacies during the review of a DFWP policy, the Consultant should advise or recommend the appropriate changes to their client.

#### **IV. Audit/Review/Inspection Consulting Services**

Competency Statement: The Consultant must possess a broad-based knowledge of operational procedures for the entire drug and alcohol testing process should the Consultant offer audit/review or inspection consulting services. This would include areas such as collection procedures, breath alcohol testing procedures, the laboratory process, MRO duties, and SAP duties. The Consultant should be able to perform or contract with professionals who are able to audit, review or inspect all aspects of drug and alcohol testing. The Consultant should also be knowledgeable about what credentials are required of various industry service agents and be able to review and provide advice and recommendations for improvements.

#### **V. Professional Training and Leadership**

The Consultant is working in an evolving industry must stay abreast of regulations, case law (if applicable) and industry knowledge. The Consultant must be involved in ongoing training regarding any regulatory changes or case law (if applicable) emerging technologies, substance abuse trends in America and industry best practices. The Consultant should participate in industry associations for ongoing training and education events and annual conferences. The Consultant should set the example and foster a culture of following industry standards and best practices as it relates to DFWP drug and alcohol testing.