

Policy Title	Employee Recovery Program
Policy Number	E-31
Page	1 of 6

EMPLOYEE RECOVERY PROGRAM

PURPOSE	<p>To provide an assessment and treatment program for employees impaired by drugs and/or alcohol. To provide the opportunity for employees recovering from chemical dependency to return to work under conditions of continued employment. To ensure compliance with the Agency for Healthcare Administration and applicable Florida State Law for healthcare workers impaired by drugs and/or alcohol.</p>
SCOPE	<p>The following employees are eligible to participate in the Employee Recovery Program:</p> <p>New Employees currently enrolled in a substance abuse treatment program under contract with the Intervention Project for Nurses (IPN) or the Professional Resource Network (PRN).</p> <p>Any employee who has self-reported impairment, addiction, or substance abuse to Memorial, IPN, or PRN.</p> <p>Employees referred by Human Resources, Memorial’s Employee Assistance Program (EAP), or management based on reasonable suspicion of impairment including being under the influence of drugs or alcohol or of diverting drugs at work. In these instances, participation in the Employee Recovery Program in lieu of termination is at the discretion of Human Resources and the Administrative Leader of the department.</p>
PROCEDURES	<p>EMPLOYEES WHO SELF REPORT – INITIAL TREATMENT AGREEMENT</p> <p>To be initiated when:</p> <ol style="list-style-type: none"> 1. Employee self-reports addiction or substance abuse; and 2. There is no evidence that the employee has diverted medication from a patient; and 3. The employee has not been asked to submit to a reasonable suspicion drug test. <p>Employees who have diverted medication from a patient are not eligible for this program.</p> <p>Employees who admit to drug use only <u>after</u> being asked to submit to a reasonable suspicion drug test or after a drug test result is positive are not eligible for this program.</p> <p><u>Responsibilities</u></p> <p>Supervisor</p> <ol style="list-style-type: none"> 1. Notifies Human Resources of employees’ disclosure of addiction or substance abuse. <p>Human Resources</p> <ol style="list-style-type: none"> 1. Contacts EAP. 2. Schedules meeting with employee and employee’s supervisor. 3. Refers employee to EAP. 4. Reviews MHS Treatment Agreement with employee. 5. Informs employee that, if participation in IPN/PRN is required, that acceptance

Policy Title	Employee Recovery Program
Policy Number	E-31
Page	2 of 6

into the IPN/PRN program is a requirement for continued employment.

6. Informs employee that MHS will make efforts to reasonably accommodate persons in recovery and return them to their former or similar position. Job placement is not guaranteed unless the employee is returning from a leave under the Family and Medical Leave Act (FMLA).
7. Reviews and witnesses "Authorization for Disclosure of Medical Information" form with employee.
8. Contacts FMLASource to initiate FMLA for employee, if appropriate.
9. *When employee is approved to return to work, proceed to "Returning to Work – Conditional Work Agreement"*

Employee

1. If a licensed practitioner, self-reports to IPN or PRN.
2. Contacts EAP as directed by Human Resources.
3. Reviews and signs the MHS "Initial Treatment Agreement."
4. Signs "Authorization for Disclosure of Medical Information" form authorizing release of information to EAP and MHS for the duration of the Employee Recovery Program.
5. Once accepted into IPN/PRN program, provides HR with copy of IPN/PRN contract/agreement.
6. Notifies HR and Supervisor of any changes to IPN/PRN Program.

RETURNING TO WORK – CONDITIONAL WORK AGREEMENT

To be initiated when:

- Licensed Healthcare Professional - Employee is cleared by IPN/PRN to return to work; or
- Unlicensed Professional - Employee is cleared by healthcare provider to return to work

Responsibilities

Employee

1. Notifies Supervisor and Human Resources when approved to return to work.
2. Provides Return to Work authorization from IPN/PRN/Healthcare Provider to Human Resources.
3. Reviews, signs, and abides by terms of MHS "Conditional Work Agreement."
4. Notifies Human Resources and Supervisor of any changes to IPN/PRN Program.
5. Maintains communication with EAP regarding ongoing treatment.

Policy Title	Employee Recovery Program
Policy Number	E-31
Page	3 of 6

Human Resources

1. Obtains a signed copy of the IPN/PRN Return to Work authorization from employee or EAP.
2. Reviews the IPN/PRN agreement with employee and supervisor, including restrictions, if included.
3. Reviews and witnesses “Conditional Work Agreement” with employee.
4. Provides copy of “Conditional Work Agreement” to EAP.

Supervisor

1. Signs the “Conditional Work Agreement” and agrees to manage employee in accordance with the IPN/PRN contract, including any restrictions.
2. Responds to any requests from IPN/PRN regarding employment, job duties, performance, or attendance of employee.
3. Reports to HR any suspicion of relapse.

Employee Assistance Program (EAP)

1. Contacts IPN/PRN/Treatment Provider to monitor compliance.
2. Reports compliance status to Human Resources

Employee Health

1. If employee is suspected of relapse and requested by HR, conducts reasonable suspicion drug testing.

EMPLOYEE NON-COMPLIANCE OR RELAPSE

In instances of non-compliance or relapse, Memorial may choose to terminate employment.

To be initiated when:

1. Employee is not compliant with IPN/PRN Program; or
2. Employee is not compliant with terms of “Conditional Work Agreement;” or
3. There is Reasonable Suspicion that employee has relapsed.

Responsibilities
Employee

1. Agrees to reasonable suspicion drug test, if requested.

Human Resources

1. If reasonable suspicion, requests Employee Health to conduct drug test.
2. Notifies EAP of non-compliance or relapse.

Supervisor

1. Reports to Human Resources any suspicion of relapse.

Policy Title	Employee Recovery Program
Policy Number	E-31
Page	4 of 6

2. Removes employee from the schedule pending drug testing results or evaluation of program compliance.
3. Discusses relapse or non-compliance issues with EAP, IPN/PRN as requested.
4. After consultation with Human Resources, informs the employee of outcome (recommendation for further treatment or termination of employment)

Employee Assistance Program (EAP)

1. Contacts IPN/PRN/Treatment Provider to monitor compliance.
2. Reports compliance status to Human Resources.
3. If notified by Human Resources of non-compliance or relapse, notifies IPN/PRN.

Employee Health

1. If employee is suspected of relapse and requested by Human Resources, conducts reasonable suspicion drug testing.
2. Reports drug testing results to Human Resources.

NEW EMPLOYEES CURRENTLY UNDER TREATMENT

To be initiated when:

- New Employee notifies Memorial that they are currently participating in an IPN/PRN Program.

Responsibilities

Employee

1. Employee must notify recruiter, supervisor, Human Resources, or Employee Health that they are current participants in an IPN/PRN program.
2. Provides a signed copy of the IPN/PRN contract/agreement to Human Resources.
3. Reviews and Signs MHS "Conditional Work Agreement"
4. Signs "Authorization for Disclosure of Medical Information" form authorizing release of information to EAP and MHS for the duration of the Employee Recovery Program.
5. Contacts EAP as directed by Human Resources.
6. Notifies HR and Supervisor of any changes to IPN/PRN Program.

Employee Health

1. If Employee notifies Employee Health of IPN/PRN participation, Employee Health must notify Human Resources Director.

Recruiter

1. If Employee notifies Recruiter of IPN/PRN participation, Recruiter must notify Human Resources Director.

Policy Title	Employee Recovery Program
Policy Number	E-31
Page	5 of 6

	<p>Supervisor</p> <ol style="list-style-type: none"> 1. If Employee notifies Supervisor of IPN/PRN participation, must notify Human Resources Director. 2. Signs the “Conditional Work Agreement” and agrees to manage employee in accordance with the IPN/PRN contract, including any restrictions. 3. Responds to any requests from IPN/PRN regarding employment, job duties, performance, or attendance of employee. 4. Reports to HR any suspicion of relapse <p>Human Resources</p> <ol style="list-style-type: none"> 1. Obtains a signed copy of the IPN/PRN contract/agreement from employee. 2. Reviews the IPN/PRN agreement with employee and supervisor, including restrictions, if included. 3. Provides copy of IPN/PRN agreement to EAP. 4. Provides employee with EAP contact information. 5. Reviews and witnesses “Conditional Work Agreement” with employee. 6. Reviews and witnesses "Authorization for Disclosure of Medical Information" form with employee. 7. Provides EAP with copy of signed "Authorization for Disclosure of Medical Information" form <p>Employee Assistance Program (EAP)</p> <ol style="list-style-type: none"> 1. Contacts IPN/PRN to monitor compliance. 2. Reports compliance status to Human Resources
<p>DEFINITIONS</p>	<p>Impaired Employee: An impaired employee is characterized by the inability to carry out duties and responsibilities in a reasonable manner consistent with acceptable job standards (i.e., nursing standards) due to the use of mood altering substances.</p> <p>Intervention Project for Nurses (IPN): Organization responsible for overseeing chemical dependency issues for all nurses (i.e. RN, LPN, CRNA, ARNP and nursing students).</p> <p>Professional Resource Network (PRN): Organization responsible for overseeing chemical dependency issues for non-nursing licensed healthcare professionals to include: physicians, dentists, pharmacists, podiatrists, psychologists, chiropractors, physical therapists, social workers, mental health counselors, marriage/family therapists, respiratory therapists, occupational therapists and dieticians, speech language pathologists and audiologists, medical physicists, massage therapists, athletic trainers, licensed midwives, nursing home administrators, certified radiologic technologist, and clinical laboratory personnel.</p> <p><i>The Intervention Project for Nurses and the Professional Resource Network are arms of the Agency for Healthcare Administration and are authorized by Florida state legislation to provide an alternative to disciplinary action for licensed healthcare workers who are unsafe</i></p>



HUMAN RESOURCES POLICY

Policy Title	Employee Recovery Program
Policy Number	E-31
Page	6 of 6

	<i>to practice due to use of drugs and/or alcohol</i>
ORIGINAL ISSUE DATE	April 2007
REVIEW/REVISION DATES	Reviewed: April 2008, April 2016, March 2019, August 2020 Revised: October 2018
POLICY OWNER	Human Resources If any of the statements contained in this policy conflict with any verbal statements or agreements made by any representatives of MHS, then the statements contained in this policy shall control the outcome of any such conflict. Memorial reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Healthcare System or as required by applicable law, regulation, or governing/accrediting body. Employees who have questions regarding information contained in this policy should contact the Human Resources Department.
ONLINE LOCATION	All policies are subject to amendment. The most recent version of this policy can be accessed internally online: http://docs/Documents/Policies and Procedures/Systemwide/Human Resources