

RETURN TO WORK IMPORTANT POINTS

- TAPNET work restrictions: (See work agreement, Section 4, for details)
 - The first six months of employment:
 - Narcotic restriction
 - Overtime restriction
 - On-call restriction.
 - The first year of work:
 - Night shift restriction (Rarely allowed)
 - Throughout the entire time the counselor is in TAPNET:
 - No autonomous or unsupervised position.
 - No shift longer than 12 hours.
 - No floating or rotating shifts
 - No multiple employers.
 - No self-employed practice.
 - No agency staffing or work as a traveler.
- TAPNET asks the employer to call the case manager during the week prior to the quarterly meetings when restrictions are due to be lifted.
- Co-worker's need to know the program is confidential not secret. A meeting with co-workers and the counselor and advocate, if available, can be helpful to clarify restrictions to co-workers.
- Counselor may need accommodation for treatment/aftercare meetings.
- TAPNET records need to be kept in a locked file. They **are not** part of the personnel file.
- Urine Drug Screens:
 - Counselor must do the following if taking abusable prescription medications
 - Notify TAPNET verbally and send in prescription information
 - Refrain from practice until negative UDS provided
 - Counselor's without Chain of Custody forms (COC's) need to be suspended from work. (We recommend having 3 forms at all times.)
 - Counselor will need to leave the unit for random drug screening at a local collection site.
 - Urine drug screen collection kits will be delivered to the employer at the physical address provided on the *Return To Work Agreement*. Counselor must provide COC's to use kits. These kits are used for the following situations:

Kits are not to be used as a regular means of testing unless previously approved as a routine test site by TAPNET

- If the TAPNET counselor appears impaired, collect specimen and suspend from work.
- If drugs are missing, collect specimen and suspend counselor.
- Kits can be used and employer can collect specimens: if the unit is unusually busy and counselor cannot leave for routine screen or if the counselor forgot to go to the lab and/or the lab already closed.

MAKE COPIES OF THE FOLLOWING ITEMS FOR YOUR RECORDS AND MAIL THE ORIGINALS TO TAPNET:

- ____ TAPNET Return to Work Agreement
- ____ Quarterly Update form
- ____ Consent between Employer and Government Agencies (Refer to work agreement, section 6.4.)