

# Ohio Physicians Health Program

## MONITOR RESPONSIBILITIES AND DUTIES

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Intervention and treatment are the beginning steps in the journey to recovery for healthcare professionals suffering from diseases of addiction. Vital to sustained remission of the disease and the recovery process is a comprehensive monitoring program. With these steps in place, recovery rates for healthcare professionals are reported to be in the range of 90%. We appreciate your willingness to identify a colleague who will assist you with recovery and serve in this very important monitoring role.

Effective monitoring is composed of four essential activities:

- 1. Urine Drug Testing (UDT):** Specimen collection must be **observed** with a split-specimen collection. It is administered with a frequency as defined in the participant's Ohio Physicians Health Program Agreement. The participant will use a daily call-in system to determine their testing date. They will then contact their monitor to arrange for testing that same calendar day. If the monitor is unavailable, the participant may use a FirstLab collection site or OPHP office. Additional fees may be incurred when using a collection site.

Collection kits, mailing envelopes and mailing labels will be provided to the monitors. The participant will receive their own Chain of Custody Forms (CCF). After test results are received by OPHP, the monitor may be notified if any drugs are detected in the UDT or for clarification of any irregularities or questions that may surface.

- 2. Procedure:** The participant voids into the large specimen cup provided. The urine is then transferred into both of the provided specimen vials. Pour 30 ml into the primary specimen vial and a minimum of 15 ml into the split specimen vial. Do not fill above the maximum fill line on the specimen vial. Affix the specimen bottle seals over the vial lids and down the sides. Record the date and the collector's initials on the vial seals. Place **both specimens** into the plastic biohazard bag along with the first page of the CCF. Seal the bag completely and place it inside the small white Drug Scan shipping box. Place the shipping container seal in the designated area on the box. Place shipping box inside the FedEx mailing envelope and affix mailing label.

Please remember: after the participant hands you the sample, it is not to be touched again by them. It is the monitor's responsibility to ship the specimen. This ensures complete chain of custody.

3. **Assessing Compliance and Recovery:** Initially, arrange a meeting to review the Ohio Physicians Health Program Agreement with the participant. It is suggested that you do so periodically thereafter. Assessment of recovery can be accomplished either during formal meetings (initially twice monthly and then with varying frequency as deemed appropriate) or at the time of the specimen collection.

Monitors are encouraged to make the following inquiries as applicable:

- a. Ask about AA/NA attendance sheets.
  - b. Inquire if the participant has an AA/NA sponsor and if they communicate on a regular basis.
  - c. Assess the participant's overall attitude.
  - d. Note the participant's appearance and grooming.
  - e. Ask about family life, spouse or significant other and other relationships.
  - f. Explore if participant is meeting continuing education requirements.
  - g. Inquire about relationships in the work place. Is there a reasonable work schedule?
  - h. Explore any major concerns (i.e., Board problems, DEA charges, stressors, etc.)
4. **Reporting:** Status reports are required on a quarterly basis. The participant will supply the monitor with these report forms quarterly and they are available on our website [www.ophp.org](http://www.ophp.org). It is the participant's responsibility to have the monitor complete these as needed.

If you have any questions or concerns, please call us at 614-841-9690.