



### OhioPHP VOLUNTEER PEER MONITOR DUTIES & RESPONSIBILITIES

The Ohio Physicians Health Program, Inc. (OhioPHP) is a nonprofit organization which offers confidential assistance to physicians and other healthcare professionals who may be affected by mental, emotional, and behavioral illness, substance-related and addictive disorders, or other issues impacting their health and well-being. The role of the Volunteer Peer Monitor is to assess a participant’s compliance, provide quarterly status reports and assist in the collection of a participant’s urine drug testing (if applicable). We appreciate the willingness of monitors to assist colleagues and serve in this very important role.

Effective monitoring is composed of three essential activities:

1. **Assessing Compliance:** The participant and the monitor should arrange a time to review the participant’s OhioPHP Agreement. A monitor’s assessment can be accomplished either during formal meetings or at the time of the urine drug testing collection (if applicable). Monitors are encouraged to make the following inquiries as applicable:
  - Ask about AA/NA attendance and if the participant has a sponsor.
  - Assess the participant’s overall attitude.
  - Note the participant’s appearance and grooming.
  - Ask about family life, spouse or significant other and other relationships.
  - Explore if participant is meeting continuing education requirements.
  - Inquire about relationships in the work place. Is there a reasonable work schedule?
  - Explore any major concerns (i.e., Board problems, stressors, etc.)
2. **Reporting:** Status reports are required on a quarterly basis. This report can be completed online via OhioPHP’s third-party administrator, Affinity, or they can also be found on our website, [www.ophp.org](http://www.ophp.org).
3. **Urine Drug Testing (UDT):** Some monitors may be approved to complete a participant’s urine drug tests. If selected to test, the participant will contact their monitor to arrange for testing that same calendar day. Monitors will be provided with UDT procedure instructions and supplies. Should the participant complete monitoring or be asked to test at collection sites only, monitors should dispose of all testing supplies. If the monitor is unavailable or does not have the proper supplies on hand, the participant should complete the test at another OhioPHP-approved collection site.

### CONTACT INFORMATION

OhioPHP Participant Name: \_\_\_\_\_

Volunteer Peer Monitor Name: \_\_\_\_\_

Degree/Specialty: \_\_\_\_\_

E-mail Address (required for online reporting): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Preferred Method of Contact:  Cell Phone  Work Phone  E-mail

Monitor will be completing urine drug screens:  Yes  No

Address where urine drug testing kits are to be mailed:  Same as above  Other: \_\_\_\_\_

Volunteer Peer Monitor Signature \_\_\_\_\_

Date \_\_\_\_\_