



Washington Recovery and Monitoring Program
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A Handbook to Help You Succeed in the Washington Recovery and Monitoring Program (WRAMP)

Our hope is that the information provided in this handbook will better prepare you for your WRAMP participation. We have attempted to answer frequently asked questions of participants who have gone before you. Your feedback regarding the usefulness of this manual is greatly appreciated. All of the WRAMP staff wish you the very best as you begin your participation!

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INTRODUCTION

The purpose of this handbook is to provide you with information to assist you during your participation in WRAMP. Retain this handbook as a reference for future use. If you have questions about any of the information provided, do not hesitate to contact your case management team at 360-236-2880 option 2.

Please review this handbook thoroughly. As a WRAMP participant you are responsible for adhering to all conditions outlined in this handbook and your WRAMP Participation Contract.

Your WRAMP Participation Contract will not be effective until all areas are completed, signed by you, and returned to WRAMP. Upon receipt of your signed contract you become an active WRAMP participant and will be held accountable for complying with the terms of your contract, which includes reviewing and understanding the Participant Handbook.

WRAMP provides health professionals with the opportunity for recovery while pursuing their practice safely. WRAMP provides for rigorous monitoring of each participant. The program may feel overwhelming and very structured at first. However, the testing, practice restrictions, treatment, and documentation required of each participant while in WRAMP will validate recovery and safe practice.

Mission

- Ensure the public's health and safety from impaired practice;
- Encourage and promote recovery among health care professionals with substance use disorders; and
- Safely retain skilled, highly trained practitioners.

Participant Rights and Responsibilities

The participant has the right to:

1. Be treated with dignity and respect.
2. Confidentiality in accordance with state and federal laws.
3. Be informed about the terms and conditions of participation in WRAMP.
4. Be informed about the costs involved in participating.
5. Know the length of WRAMP participation and the projected date of completion.
6. Decline or terminate participation and be informed as to the possible consequences.
7. Know their assigned case management team and how to contact them.
8. A timely response to any communication to WRAMP.
9. Request a drug test any time the participant feels their integrity is being questioned.
10. Speak with the WRAMP Executive Director regarding program improvement recommendations and concerns.

The participant is responsible to:

1. Treat others with dignity and respect.
2. Read and understand the conditions set forth in the WRAMP Participant Handbook.
3. Adhere to the terms of their WRAMP contract.
4. Consent to any drug tests and evaluations requested by WRAMP.
5. Follow treatment recommendations.
6. Inform one's employer, health provider, and school of participation in WRAMP.
7. Be accountable for one's personal recovery and to professional standards.
8. Be available and return communications from WRAMP in a timely manner.
9. Report any personal or prescription use of drugs or alcohol to WRAMP.
10. Cease practice whenever required by WRAMP and professional standards.

History and Purpose of WRAMP

The Department of Health is mandated by state legislation to protect the public. This responsibility is implemented through the licensing and regulation of designated professions by the secretary, and individual boards and commissions. In the 1980s, licensing authorities began seeing an increase in the number of cases for review and disciplinary action involving health professionals whose practice was impaired by their use of drugs and alcohol. As a result, many professionals lost their licenses.

The legislature recognized that existing law did not provide for a program of rehabilitation of health professionals whose competency was impaired. In 1988, the legislature took action to amend the Uniform Disciplinary Act. The Act was amended to:

- Direct licensing authorities to seek ways to identify and support the rehabilitation of impaired health professionals;
- Allow health professionals to be treated so they can return to or continue to practice their profession in a way that safeguards the public;
- Establish an alternative program to the traditional administrative disciplinary proceedings.

The Department of Health established the Substance Abuse Monitoring Program in 1988. This program was in the Board of Nursing (now the Nursing Care Quality Assurance Commission) and was exclusive for nurses. In 1991, the program was expanded to other health professions and became known as Washington Health Professional Services (WHPS). In 2014, the WHPS program was restructured creating two separate programs: WHPS continues to monitor nursing professions (LPN, RN, CRNA, ARNP); and WRAMP provides monitoring to over 60 non-nursing health professions.

WRAMP is operated by the Department of Health and has specific responsibility to work with and monitor health professionals whose practice may be impaired due to the use of alcohol or other drugs. WRAMP helps protect the public's health and safety while offering health professionals a way to retain their license while recovering.

Confidentiality

WRAMP participants are protected by all state and federal confidentiality laws and regulations. Access to records is limited to WRAMP staff with the exception of reporting non-compliance and practice concerns to the licensing authority. Records access limitations extend to the participant and participant representatives. All requests for monitoring and treatment records must go through the Public Records Disclosure process.

In order to ensure public safety and facilitate monitoring your WRAMP Participation Contract authorizes WRAMP to communicate directly with current and prospective employers, mental health and substance use disorder treatment providers, probation departments, drug court agencies, health providers, disciplinary bodies, peer support group facilitators, drug test collection sites and third party drug testing services.

When a participant successfully completes WRAMP, all information about prior participation is held confidential. WRAMP will neither confirm nor deny previous participation without a participant's written consent.

Program Description

Hours of Operation

WRAMP office hours are 8:00 a.m.–4:30 p.m., Monday–Friday, except major holidays.

Program Entry

There are several ways a health professional may enter WRAMP:

- **Voluntary self-referral:** Self-referral is encouraged and speeds treatment and recovery. Employers, colleagues, family and friends may recommend participation to support your health and well-being. If you are in WRAMP by self-referral, your participation is confidential. However, your participation may not stay confidential if you are non-compliant with a WRAMP contract or there is a concern about whether you can practice safely. If you are non
- **Agreement to practice:** If you have a substance misuse related criminal background or a substance misuse related complaint about you, your licensing authority may refer you through an Agreement to Practice Under Conditions (APUC).
- **License discipline:** Your licensing authority may refer you through a final Order or a Stipulation to Informal Disposition (STID) for monitoring. This offers a means for you to retain your license. Orders are posted on the department’s website and are a matter of public record.

Communication with Your Case Management Team

- You must complete and submit all required documentation in a timely manner (including Release of Information forms). Failure to do so may result in program discharge.
- Check your Recovery Trek messages on a daily basis and reply to your case management team when requested.
- If your case management team leaves a “return call” for you, it is important that you return the call on the day received or as soon as possible.
- Leaving a detailed voice mail message will ensure that your case management team can provide an accurate response to your questions.
- Remember, your case management team may not always be immediately available and you may need to occasionally seek assistance from another WRAMP staff member.
- Most routine questions can be answered by referring to this handbook, your Program Participation Contract or information on Recovery Trek.
- If you are experiencing problems with drug testing, contact Recovery Trek.

Participants must maintain communication with the case management team. Not communicating directly with your case management team or not responding to requests in a timely manner makes effective monitoring impossible and may result in program discharge.

Program Components

Washington Recovery and Monitoring Program (WRAMP): Uses diagnosis, treatment, and compliance monitoring to allow health professionals to return to or continue to practice in a way which safeguards the public. WRAMP develops individualized contracts that recognize history, diagnosis, treatment experience, employment, credential, length of time in recovery, and a variety of other factors. WRAMP participation and compliance will be monitored by your assigned case management team.

Diagnostic assessment: As part of the intake process you will be asked to obtain an evaluation from a certified substance use disorder service, and to follow the resulting treatment recommendations.

Recommendations can vary depending on the diagnostic assessment summary. If you are diagnosed with a substance use disorder, the recommendations may range from substance use education to inpatient treatment.

If at any time during your participation there is concern about your ability to practice with reasonable skill and safety, you may be required to cease practice and undergo additional evaluations, to include but not limited to substance use, mental health, and pain management.

WRAMP Participation Contract: This is a binding agreement between you and WRAMP. The following are typical contract components:

- **Substance use disorder treatment:** You must immediately enter and complete the level of substance use disorder treatment recommended in your substance use evaluation.
- **Abstinence:** You must remain free from the use of alcohol, marijuana (its derivatives), and all mind-altering and potentially addictive drugs unless prescribed by a physician. These include over-the-counter medications such as sleeping aids, diet pills, and antihistamines. Also, marijuana is not an FDA approved medication. The use of medical marijuana is prohibited while in the WRAMP program.
- **Drug testing:** Upon signing your contract you will be enrolled in random drug testing, that may be observed through a contracted third party comprehensive drug monitoring service called Recovery Trek. You will receive information about next steps, including the process for Recovery Trek enrollment. You will be required to test for various drugs and alcohol. Frequency of testing depends on your diagnostic assessment, drug use and recovery history, employment circumstance, and program participation. Drug testing is a tool to protect your integrity and assures the public of your safety to practice. You are responsible for understanding the drug testing process. Instructional documents and courses are available on your Recovery Trek page.
- **Reports:** It is essential that your progress is communicated and monitored on a regular basis. One of the ways this is accomplished is through the submission of written reports that include self, work-site monitor, and treatment reports. In addition, self-help and peer support group attendance will be documented.

Participation Costs

WRAMP does not charge a monitoring fee for program participation. However, you are responsible for the cost of substance use disorder treatment and other ancillary services. Substance use evaluations and treatment are generally covered by medical insurance, and some substance use disorder services offer payment options to those without insurance. The cost of professional peer support group and drug testing averages about \$150 - 300 per month. Monthly costs will vary based on testing requirements.

A lack of financial resources will not be accepted as justification for not fully participating in WRAMP.

Drug Testing

You have several important responsibilities in the drug testing program:

Checking-In: You must check in Monday through Friday from 5:00 a.m. to 4:59 p.m. to find out if testing is required for that day. The system will advise if you are selected to test and which testing option to mark on the Chain of Custody (COC) form. If you are calling in, listen to the complete message. For online users, complete the entire check-in process. There are different test panel options, so please be sure to mark the appropriate panel.

Have the forms: You must have the ability to test with the drug testing service. Failure to do so will be considered a positive drug screen. Tests may be purchased with a credit or debit card, money order or cashier's check. No personal checks are accepted. The financial obligation is between the participant and the third party drug testing service.

You must test: If you fail to test when requested to do so, you may not be permitted to return to practice until you have provided a urine drug specimen *and* a verified negative result has been received by the program.

Types of tests: Urine drug testing is most commonly utilized. However, you may be asked at any time for blood, nail, hair or other body matrix testing. These tests can vary in cost from \$65 to \$200. For compliance issues, some tests may be required that cost more. WRAMP recommends that you maintain at least \$100 in your account in order to be prepared to test any time you are requested to do so.

Testing site: Participants cannot test at their place of employment. In addition, if a participant works at a testing site, then the participant should avoid being the sample collector for the testing of another participant.

Check the process: It is your responsibility to check the collection process to ensure that all information, labeling, signatures, temperature readings and seals are correct. Incorrect paperwork may result in a missed test, or need for and cost of an additional test.

Dilute and abnormal urine specimens: WRAMP policy requires a retest on all dilute and abnormal urine specimens; which is costly in time and money. To avoid dilute and abnormal urine specimens, the laboratory recommends: (1) Test early in the day before ingesting large quantities of fluid, or (2) Stop drinking fluids 3-4 hours before testing. Continued dilute and/or abnormal specimens will result in additional testing and may require a medical evaluation to determine the cause.

Travel: If you plan to travel out of town/state, you must be prepared to find a collection site at your temporary location in case you are selected to test. Plan ahead by researching what testing options will be available to you in that location.

Poppy seeds: Poppy seeds may cause a positive drug screen for opiates. We strongly recommend you refrain from ingesting poppy seeds while in this program. Poppy seed ingestion will not be accepted as the cause of a positive drug screen.

Cannabis: If a drug screen shows positive for cannabis, the use of CBD oils and/or hemp products, or the ingestion of hemp products will not be accepted as the reason. To prevent such an occurrence, you should eliminate the use of CBD oils and hemp products.

Unauthorized Substance Use

Unauthorized substance use requires immediate cessation of practice, a substance use evaluation, and participation in the recommended level of treatment. You may not resume practice until enrollment in treatment and considered safe to practice by the treatment provider and WRAMP.

- The second instance of unauthorized substance use will result in program discharge and referral to your licensing authority.
- Substituting, amending or otherwise altering a drug test specimen will result in referral to your licensing authority and possible program discharge.

Prescription Medication Use

You must inform your health care providers of your participation in WRAMP and submit the signed Letter of Declaration. You must ask the prescriber to report all medication(s) prescribed, the reason for the medication, quantity and dosage, and number of refills. **Failure to notify WRAMP is considered material non-compliance.** For a partial listing of mind-altering medications and medications with addictive potential see the Talbott Recovery Medication Guide <http://www.talbottcampus.com/index.php/medication-guide/>.

If you are prescribed short term use of a narcotic analgesic or other mind/mood altering drug, you may not provide direct patient care while taking the medication. You may not resume direct patient care until 24 hours after taking the last dose and are approved by WRAMP to return to practice.

You are responsible to:

- Notify WRAMP immediately.
- Have the prescriber fax the completed WRAMP prescription form.
- Inform your worksite monitor and cease direct patient care.
- Notify WRAMP when you take your last dose.

Use of over-the-counter medications which contain alcohol or have sedating or stimulating effects is not allowed. For a list of many of these medications please refer to the Talbott Recovery Medication Guide. An additional list of alcohol containing OTC medications can be found here <http://www.sdsduip.com/medications-containing-alcohol/>.

Other Responsibilities

Communication with WRAMP: It is imperative that WRAMP be able to communicate by email, phone and written correspondence with you. It is your responsibility to inform WRAMP of your current address and phone number. You are responsible to check your electronic and phone messages on a daily basis and return communications in a timely manner (generally that same day or within one business day). Extended periods of non-communication may result in program discharge.

Circumstances may require you to meet with your case manager in person. Whenever this is necessary WRAMP will attempt to provide reasonable notice. Failure to meet with your case manager when requested is considered material non-compliance.

Exchange of information: The exchange of information is a mandatory component of your monitoring program. WRAMP needs to communicate with all individuals who are supporting your recovery and your practice. These individuals include, but are not limited to, treatment providers, personal healthcare providers, employer, school, and peer group facilitators. You authorize communication by signing your WRAMP Participation Contract. In some instances separate Release of Information forms may be required.

Practice protections: Upon return to employment you will have practice restrictions in place. Restrictions depend on a number of factors such as drug use history, length of recovery, profession, and practice setting. This is done to both help ensure a successful recovery and public safety.

Examples of these restrictions include:

- **Employment:** In most cases, participants cannot practice until progress is made in the intensive phase of their treatment. Other restrictions may include prohibition on the type of setting or practice specialty. All employment opportunities must be approved by the case manager **prior to** accepting a position or providing patient care. Failure to inform the case manager prior to any employment in the health care industry is considered material non-compliance and may be reported to your licensing authority.

You must: (see Appendix F)

- Inform your case manager of the job opportunity prior to accepting the job.
- Inform the prospective employer of your participation in WRAMP, and provide your WRAMP employment contract.
- Sign any required Releases of Information to allow the employer and WRAMP to talk with each other. Your case manager may also require a copy of the position description.
- Identify an appropriate worksite monitor and return the signed employment contract to your case manager.
- **Access to controlled substances and other potentially addictive medications:** This may include counting, dispensing, handling, or prescribing controlled and some legend drugs. These restrictions minimize the possibility of relapse. (see Appendix C)
- **Work schedule:** This may include limits to hours worked, overtime, and shift rotation. These restrictions help you live a balanced, less stressful lifestyle.
- **Program completion:** In most cases participants may not complete the program until they have returned to practice for at least one year.

Professional peer and recovery-oriented support groups: You may be required to attend weekly professional peer support groups. The group is comprised of other WRAMP participants who discuss issues and concerns of common interest. Topics may include how to inform potential employers about your participation in WRAMP, other return-to-work issues and various recovery topics. Discussions are held in confidence by the facilitator and members; however relapse and concerns regarding harm to self or others must be reported to WRAMP. (See Appendix B)

In addition, you may need to attend community-based recovery-oriented support meetings, such as AA, NA, Celebrate Recovery, etc., as required in your contract.

Reporting Requirements: You will be required to submit monthly online self-reports describing your recovery progress and challenges. This report helps you assess progress in recovery and keeps your case management team informed of your status. Reports are due on the 1st of the month and are considered late after the 6th.

Worksite monitoring: Your employer will be asked to identify a monitor. Worksite monitors are usually a direct supervisor who is aware of your situation and monitors your work performance. He or she will submit monthly reports to WRAMP. This is a supervisor or manager who has frequent contact with you and works the same shift and in the same facility as you do. Worksite monitor reports are due on the 1st of the month and are considered late after the 5th.

It is your responsibility to ensure that your worksite monitor submits reports in a timely manner. (See Appendix D)

FREQUENTLY ASKED QUESTIONS

How does WRAMP monitor my participation?

WRAMP uses a team approach to manage and monitor your contract. Your primary contact is your case management team that includes a case manager, associate, and executive director. Together this team assists in creating your contract, reads your reports and communicates with you and others about your progress. They may communicate with your worksite monitor, counselor, physician, peer group facilitator and others. By signing a contract, you permit them to communicate with these individuals. WRAMP also reviews your drug test results and discusses with you any issues that may put your participation in the program at risk.

Can you tell me more about the controlled substance access restriction?

In order to facilitate the recovery process and as a safety measure within the clinical setting, WRAMP may require that you not have access to controlled substances (schedule II-V) and some legend drugs with addictive potential. Please see your individualized WRAMP Participation Contract.

- Most WRAMP participants may not have access to or administer any controlled substances for a minimum of 6-12 months **after returning to practice**.
- By “access” we mean that you may not count, dispense, administer, carry the controlled drug medication keys, or have otherwise unsupervised access. This includes access via any automated medication delivery system (Pyxis, Sure-Med, etc.).

Contact your case manager with any questions about restricted medications and work circumstances.

Will work restrictions affect my employment opportunities?

Possibly, though many healthcare employers are aware of the WRAMP program and can accommodate the work restrictions in your WRAMP Employment Contract. Also, participants network with each other, particularly at peer support group meetings, in order to identify and share employment opportunities.

I suffer from chronic pain. What should I do?

Chronic pain can be a significant issue for anyone. Pain in an individual with a substance use disorder requires special considerations. If you have a chronic pain issue, WRAMP may require that you seek consultation and recommendations from a pain management and addiction medicine specialist who will explore alternatives to the use of narcotic analgesics and other potentially addicting medications. The cost of this consultation is your responsibility.

What happens if I relapse?

All participants who relapse must immediately stop practicing. Relapse is not expected. Most participants do **not** relapse while in WRAMP.

If it happens, you need to do the following:

- Cease practice immediately.
- Report to your worksite monitor and case manager.
- Obtain a substance use evaluation by a state certified substance use disorders service.
- Begin recommended level of treatment as soon as possible.

You may not return to work until you enroll in the recommended level of treatment and both the treatment provider and WRAMP have determined that you can safely practice. You, your worksite monitor, and case manager may hold a conference to develop a return-to-work plan. Your contract will be amended to support recovery and safe return to practice.

What happens if I am out of compliance with my contract?

Depending on the circumstances you may be referred to your licensing authority, time may be added to your contract, testing frequency may be increased, work restrictions may be re-implemented, or other changes made to your contract. The case manager may call your worksite monitor and peer group facilitator to discuss the non-compliance.

Circumstances including, but not limited to multiple relapses, public endangerment (e.g. accepting a job without prior approval), refusal to participate in treatment, and disengagement with monitoring may result in program discharge. In some circumstances you may not be permitted to re-enter the program for two years and then only with documentation of participation in ongoing recovery including completion of recommended treatment, participation in self-help groups, and random drug screening.

May I take vacations or go on business trips while in the WRAMP program?

Yes, requests for vacation or any travel that will take you away from home must be submitted to WRAMP at least two weeks prior to your leaving. You may be required to continue checking in with the testing service while away. Recovery Trek website has nationwide collection sites for you to choose from. Recovery Trek will help you locate a collection site in the area that you are visiting. Depending on the situation you may be required to test shortly upon return from your trip.

Will my Program Participation Contract ever change?

All participants will be reviewed for transitional monitoring prior to their final contract year. Eligible participants will have some of their contract requirements modified to allow for more flexibility in their monitoring.

May I move to another state when participating in the WRAMP Program?

Any relocation out of Washington must be authorized by WRAMP prior to the move. In the event you wish to relocate to a state that has a structured alternative to discipline program WRAMP will assist you in transferring to the new program. You must be eligible for that state's program. If an alternative monitoring program is not available, WRAMP may be able to continue providing you with monitoring.

What can I expect when I complete the program?

When you complete the Washington Recovery and Monitoring Program, a letter will be sent to the worksite monitor, peer support group facilitator and licensing authority stating your record has been successfully closed. You will also receive a certificate of completion from our office. To complete the program, you must comply with all the requirements of your monitoring contract and have practiced in your profession at least one year. Completing your monitoring contract demonstrates that you are in remission and are safe to practice.

Appendix A

Website Links

Division of Alcohol and Substance Abuse: <http://www1.dshs.wa.gov/dasa/>

Alcohol and Drug 24-Hour Help Line: <http://www.adhl.org/>

Alcoholics Anonymous: <http://www.alcoholics-anonymous.org/?Media=PlayFlash>

Al-Anon/Alateen in the Washington Area: www.wa-al-anon.org/

American Society of Addiction Medicine (ASAM): <http://www.asam.org/>

Cocaine Anonymous: www.ca.org/

NARCONON International: <http://www.narconon.org/>

National Institute on Alcohol and Alcoholism (NIAAA): <http://www.niaaa.nih.gov/>

National Institute on Drug Abuse (NIDA): <http://www.nida.nih.gov/>

National Organization of Alternative Programs: <http://alternativeprograms.org/>

National Treatment Provider Locator: <http://findtreatment.samhsa.gov/>

Substance Abuse and Mental Health Services Administration(SAMHSA): <http://www.samhsa.gov/>

WA Uniform Disciplinary Act 18.130 RCW <http://apps.leg.wa.gov/RCW/default.aspx?cite=18.130>

Appendix B

Suggested Group Norms for Peer Support Groups

1. We will start on time and end on time. If there is a crisis being discussed, the group may continue past the ending time if there is consensus to do so.
2. If you are more than 15 minutes late you will be marked as absent.
3. Attendance will only be reported to the WRAMP program. Everything else is confidential with the exception of relapse.
4. You are allowed a maximum of six absences (excused or unexcused) per calendar year.
5. If you are sick or have an emergency, you are responsible to notify the facilitator of your impending absence.
6. If you are planning to be away you are responsible for notifying the group of your planned time away.
7. If you relapse, you are to inform the group. You will be expected to inform the WRAMP program within two weeks. If you do not inform the program, your facilitator is obligated to do so.
8. If you miss three or more meetings in a calendar quarter, you will be asked to present a plan to improve your attendance. A fourth absence within a quarter may be grounds for dismissal.
9. What is said here stays here. All members are expected to respect the confidentiality of each member.
10. Potential new members may be interviewed by the group for their suitability to fit with and add to the group. If the group determines the person is not appropriate for the group, the group members are obligated to suggest alternatives.
11. Being on prescribed medications for an addiction (suboxone, methadone, etc.) is not sufficient reason to not accept a person into the group.
12. If your recovery is questioned in group, you shall test and ask the WRAMP program to share the results with your group facilitator.
13. All group members shall act respectfully to other group members and to the facilitators.
14. You will get out of group what you put into it. All members are expected to participate.
15. Physical harm or threats of harm will not be tolerated and will be reported to the WRAMP program.
16. Norms will be changed, added or deleted by group consensus.

Appendix C

Controlled Substance Schedules

<http://www.deadiversion.usdoj.gov/schedules/>

Schedule II Controlled Substances

Substances in this schedule have a high potential for abuse which may lead to severe psychological or physical dependence.

Examples of Schedule II narcotics include: hydromorphone (Dilaudid®), methadone (Dolophine®), meperidine (Demerol®), oxycodone (OxyContin®, Percocet®), and fentanyl (Sublimaze®, Duragesic®). Other Schedule II narcotics include: morphine, opium, and codeine.

Examples of Schedule II stimulants include: amphetamine (Dexedrine®, Adderall®), methamphetamine (Desoxyn®), and methylphenidate (Ritalin®).

Other Schedule II substances include: amobarbital, glutethimide, and pentobarbital.

Schedule III Controlled Substances

Substances in this schedule have a potential for abuse less than substances in Schedules I or II and abuse may lead to moderate or low physical dependence or high psychological dependence.

Examples of Schedule III narcotics include: combination products containing less than 15 milligrams of hydrocodone per dosage unit (Vicodin®), products containing not more than 90 milligrams of codeine per dosage unit (Tylenol with Codeine®), and buprenorphine (Suboxone®).

Examples of Schedule III non-narcotics include: benzphetamine (Didrex®), phendimetrazine, ketamine, and anabolic steroids such as Depo®-Testosterone.

Schedule IV Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances in Schedule III.

Examples of Schedule IV substances include: alprazolam (Xanax®), carisoprodol (Soma®), clonazepam (Klonopin®), clorazepate (Tranxene®), diazepam (Valium®), lorazepam (Ativan®), midazolam (Versed®), temazepam (Restoril®), and triazolam (Halcion®).

Schedule V Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances listed in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics.

Examples of Schedule V substances include: cough preparations containing not more than 200 milligrams of codeine per 100 milliliters or per 100 grams (Robitussin AC®, Phenergan with Codeine®), and ezogabine.

Appendix D

Worksite Monitoring

All participants who are employed in healthcare positions are required to have a worksite monitor.

1. The worksite monitor reviews and signs the employment contract, evaluates the participant's job performance, ensures work restrictions are adhered to, and acts as WRAMP's primary point of contact with the employer.
2. The worksite monitor must provide direct supervision to the participant unless an alternate monitoring relationship is approved by the case manager.
3. Once WRAMP receives the signed employment contract, your worksite monitor will receive information about completing and submitting monthly reports to Recovery Trek.
4. The case manager maintains regular contact with worksite monitors, most particularly in the event that practice must be restricted or the participant exhibits behavioral changes which may be indicative of relapse.
5. The worksite monitor provides monthly reports on the status of the participant's job performance and behavior.
6. When a different worksite monitor is assigned to a participant or there are changes made to the participant's work restrictions the employment contract must be reviewed and signed by the worksite monitor and returned to WRAMP within seven days.

Appendix E

Worksite Monitor (WSM) Criteria

1. The WSM and the WRAMP participant must work the same shift, in the same building.
2. If the WSM is recovering from a substance use disorder, he/she must have two years sobriety.
3. The WSM must be in professional services in a supervisory or senior capacity.
4. The WSM must be able to provide clinical supervision sufficient to ensure the participant can practice under their credential with reasonable skill and safety.
5. The WSM should not be a peer, colleague, close friend, professional partner, or have any financial or business arrangements with the participant.
6. WSM-participant interaction in non-work related activities should be kept to a minimum.
7. The WSM shall not have a provider/patient relationship with the health care professional.
8. The WSM must be willing to monitor the health care professional's job performance in relation to their impairment; quickly and effectively communicating any concerns to the employer and WRAMP.
9. The WSM must be willing and able to submit timely reports online.
10. The WSM and employer must review and sign the WRAMP Employment Contract with the participating health care professional.

It is the responsibility of the participating healthcare professional to divulge his or her participation in the WRAMP program to their employer and together they will identify the WSM. The timely submission of all monthly reports is ultimately the responsibility of the WRAMP participating practitioner. This includes ensuring the timely submission of employer evaluation reports by the WSM.

WRAMP reserves the right to remove the WSM at any time due, but not limited to: untimely report submissions, report falsification, inadequate oversight, or change in relationship with the participating health care professional.

Appendix F

Job Approval Checklist

All positions that require a health care license and/or involve patient care must be approved by your case manager prior to accepting the job. This includes new employment/practical placement opportunities, and changes in job duties.

1. Before a participant accepts a job in healthcare, the participant must fulfill specific requirements. Please use this checklist as a guide; this checklist may not be all inclusive. Please contact your case manager for specific requirements and questions.
 - a) Have you completed the following **prior** to accepting and starting a job?
 - Informed your employer/school of your participation in WRAMP
 - Verified the employer/school's ability to accommodate your work restrictions
 - Identified a worksite monitor
 - Notified your case manager of the job prospect and signed any required release of information authorizations.
 - Provided a job description (if requested)
 - Received approval from your case manager
 - Submitted the signed WRAMP Employment Contract
2. Prior to approving a job/placement your case manager will contact the employer to discuss the job duties, ability to accommodate work restrictions and worksite monitor requirements, and answer any questions about WRAMP and your monitoring contract.
3. If your case management team does not approve of the job/placement, the case manager will notify you directly.

Accepting a job/placement prior to approval is a significant compliance issue that will result in a referral to your licensing authority and possible program discharge. In addition be aware that many disciplinary orders include a requirement that the licensee ensure that the employer is aware of and understands the order.