

## Health Professionals' Services Program Program Guidelines

**Title:** Failure to Test as Scheduled

**Pages:** 1

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2/14/2013; 12/2010

### **Guideline:**

1 It is the responsibility of the licensee to call the interactive voice response (IVR) system or check in on  
2 the IBH monitoring website on a daily basis (Monday-Saturday) to learn if the licensee is scheduled to  
3 test on that particular day. The licensee must test on the day that the licensee is informed that he/she is  
4 scheduled to test. It is the licensee's responsibility to know the hours of collection of the assigned  
5 collection site. Licensee must test prior to the close of the assigned collection site. If a licensee fails to  
6 test on the scheduled day for testing or prior to the close of the assigned collection site, the Health  
7 Professionals' Services Program (HPSP) will proceed with the following actions:

- 8 **1. HPSP may excuse a missed test and not report non-compliance to the board if missed test is due**  
9 **to a documented catastrophic or extraordinary event.**
- 10 2. A report of substantial non-compliance due to failure to test will be sent to the appropriate  
11 licensing board within 24 hours of confirmation of licensee's failure to test.
- 12 3. The employer and/or worksite monitor is notified of the licensee's failure to test.
- 13 4. If the employer reports that the licensee failed to test due to the employer's inability to allow  
14 the licensee to leave the workplace, the employer is requested to provide a written statement  
15 regarding the inability of the employer to allow the licensee to leave the workplace to test. This  
16 information is included in the non-compliance report.
- 17 5. The licensee may be required to refrain from practice until a negative test result is received.
- 18 6. Depending on licensee's compliance to requirements, a third party evaluation may be  
19 requested.
- 20 7. If the licensee refuses to refrain from practice, the appropriate licensing board is notified by  
21 HPSP.
- 22 8. If the employer would not allow the licensee to test, the agreement monitor may not require  
23 the licensee to refrain from practice until the licensee has a negative test.
9. The licensee is scheduled to test within 24 hours of confirmation that the licensee missed a  
scheduled test. The results of this test will be reported to the appropriate licensing board.
10. If a licensee misses a second scheduled test, the licensee may be asked to refrain from practice  
until the licensee is evaluated by a third party evaluator.