

**DEPARTMENT OF HEALTH  
NURSING CARE QUALITY ASSURANCE COMMISSION  
PROCEDURE**

<b>Title:</b>	Missed Check-Ins and Tests	<b>Number:</b>	W43.01
<b>Reference:</b>	<a href="#">RCW 18.130.160</a> <a href="#">RCW 18.130.175</a> <a href="#">WAC 246-840-750</a> through <a href="#">246-840-780</a>		
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<b>Effective Date:</b>	March 8, 2019	<b>Date Reviewed:</b>	March 2019
<b>Supersedes:</b>	W18.01		
<b>Approved:</b>	 Tracy Rude, LPN Chair Nursing Care Quality Assurance Commission		

**PURPOSE:**

Compliance with the Washington Health Professional Services (WHPS) Program Participation Contract is paramount to the nurse's safe practice. Daily check-ins with the contracted monitoring service and frequent drug screening holds the nurse accountable to ensure monitoring compliance. The National Council of State Boards of Nursing *Substance Use Disorder in Nursing* (2011) contains additional information on drug testing, pp. 142 – 161.

**PROCEDURE:**

- I. Missed Check-Ins
  - A. The nurse must check in daily, on line or by telephone, Monday through Friday. If the nurse does not check in, WHPS considers this a missed check-in. The electronic compliance monitoring system posts missed check-ins daily.
  - B. The case management team checks electronic notifications at least once daily to identify missed check-ins and tests.
  - C. When the nurse misses a check-in:
    1. The first missed check-in results in WHPS notifying the nurse that missed check-ins are considered non-compliance and further missed check-ins will result in additional drug testing.
    2. The second missed check-in and any subsequent missed check-ins result in WHPS scheduling the nurse for a standard panel + EtG drug test the following business day and notification that WHPS may increase testing frequency.

3. The third missed check-in within a three-month period further results in notifying the Work Site Monitor (WSM), and possibly requiring the nurse to cease practice.
4. A repeated pattern of three missed check-ins in a three-month period constitutes significant non-compliance and results in a referral to the Nursing Care Quality Assurance Commission (NCQAC).

## II. Missed Drug Tests

- A. The contracted electronic monitoring service randomly chooses nurses in the program to drug test according to WHPS standards. (*See Procedure W42 Drug and Alcohol Testing.*) WHPS verifies with the nurse that they failed to test on their selection date.
- B. A missed test constitutes an instance of non-compliance unless WHPS can resolve through verification of extenuating circumstances (e.g., employer substantiation of inability of the nurse to leave the worksite to test).
  1. WHPS schedules an observed drug test (standard panel + EtG) and requires the nurse test within two hours. WHPS may increase testing frequency.
  2. In most cases, WHPS will permit the nurse to continue practice. However, depending on the circumstances, WHPS may request the nurse to cease practice.
- C. The second missed test within a one-year period constitutes non-compliance. WHPS will:
  1. Schedule an observed drug test (standard panel + EtG) and require the nurse test within two hours.
  2. Notify the Work Site Monitor (WSM).
  3. May require the nurse to cease practice.
  4. Refer the nurse for a substance use disorder evaluation.
- D. The third missed test within a two-year period constitutes significant non-compliance.
  1. This results in the actions outlined above.
  2. WHPS will refer the nurse to NCQAC.
  3. In addition to increased testing frequency, WHPS may require alternative testing (hair/blood/nail samples). The case manager will consider other factors, such as support attendance, observed behaviors, etc.