**Workflow for Suspected Controlled Substances Diversion**

**HR702 Fitness of Duty**

1. **Suspected diversion**
   - Notify Inpatient Pharmacy Supervisor

2. **Pharmacy reports to DEA (Form 106)**
   - FEAP notifies Employee Health and follows up with Employee Relations

3. **Screening/test results (may take several days)**
   - FEAP will send form to Employee Relations

4. **Supervisor/Manager holds witnessed* conversation with the employee and completes the Observation Form**
   - *Witness=Employee Relations Rep (preferred) or Supervisor/manager level position or above

5. **Supervisor/Manager provides a copy of policy HR702 and the completed Observation Form to Employee.**
   - Supervisor/Manager scan/fax completed Observation Form to FEAP

6. **Supervisor/Manager or designee escorts employee to Employee Health for appropriate screening (with or without security). If offsite, contact Employee Relations for assistance.**
   - Supervisor/Manager or designee remains with employee the entire time—until the employee leaves the worksite

7. **Does employee have transportation (family or friend)?**
   - Yes
     - Supervisor/Manager or designee contacts Employee Relations Consultant to arrange a taxi ride covered by UVA or uses Rideshare app (Uber, Lyft, etc.) on the expense of the employee
   - No
     - Supervisor/Manager or designee arranges transportation for employee after completing drug screen. Supervisor/Manager or designee remains with employee until the employee leaves the worksite

8. **Employee leaves worksite**

9. **Supervisor/manager notifies their supervisor of the situation/events**

10. **Employee Health notifies FEAP of the results, FEAP notifies Employee Relations**

11. **Employee Relations notifies Supervisor/manager of results**

12. **Supervisor/manager works with Employee Relations on next steps**

   - Results may require a report to the applicable licensing board

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**Legend:**

- Orange—Supervisor/manager actions
- Blue—Pharmacy, FEAP, Employee Health and Employee Relations actions

**Contact Numbers:**
- Inpatient Pharmacy Supervisor: 247-6523, option 7
- FEAP Business Hours: 243-2643/Fax #: 924-0040
- Security: Dispatch-4-5048/PIC#:1647/531-9350
- ED Social Worker: PIC 1384

**Created, March 2020**