Workflow for Suspected Impairment of Medical Center Employee
HR702 Fitness of Duty

1. Suspected impairment via direct supervisor/manager observation or report from an employee
   - Supervisor/Manager calls Employee Relations Consultant and FEAP.
     After hours, call FEAP at 924-0000

2. If directed by FEAP, Supervisor/Manager or designee arranges transportation for employee.
   - Supervisor/Manager or designee escorts employee to Employee Health (Respiratory Therapy after hours) 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

3. 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

4. Impairment suspicion founded?
   - Yes
     - Supervisor/Manager provides a copy of policy HR702 and the completed Observation Form to Employee.
     - Supervisor/Manager scans and sends completed Observation Form to FEAP (FEAP will send to Employee Relations)

   - No
     - FEAP notifies Employee Health (Respiratory Therapy after hours) and follows up with Employee Relations
     - Scan/Fax Observation Form to FEAP (FEAP will send to Employee Relations) STOP HERE

5. If associated with suspected diversion, Pharmacy reports to DEA (Form 106)

6. Employee leaves worksite
   - Supervisor/Manager or designee escorts employee to Employee Health to complete the Observation Form
   - If the employee becomes uncooperative at any time, contact Security, UVA PD, or 911, as appropriate

7. Employee shall be notified that failure to comply shall result in disciplinary action up to and including termination
   - Supervisor/Manager or designee remains with employee until the employee leaves the worksite

8. Does employee have transportation (family or friend)?
   - Yes
     - Supervisor/manager 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

9. Supervisor/manager 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

10. Employee leaves worksite

11. Supervisor/manager or designee escorts employee to designated transportation

12. Employee Health notifies FEAP of the results, FEAP notifies Employee Relations

13. Employee Relations notifies Supervisor/manager of results

14. Supervisor/manager works with Employee Relations on next steps

Contact Numbers:
Inpatient Pharmacy Supervisor: 247-6523, option 7
FEAP Business Hours: 243-2643/After Hours: 924-0000
FEAP Fax: 924-0040
Security: Dispatch-4-5048/PIC#1647/531-9350
ED Social Worker: PIC#1384

Legend:
Orange—Supervisor/manager actions
Blue—FEAP, Employee Health and Employee Relations actions

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