

**APPENDIX B  
OBSERVATION CHECKLIST FOR REASONABLE SUSPICION DRUG TESTING**

Complete this form in its entirety, sign and include with documents from the external drug testing service.

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Any single poor performance or work habit behavior (unless extreme) is probably not a cause for great concern, but when such performance or habits occur in patterns intervention may be warranted. Signs of substance use in practitioners can be different from those in other professions, as frequent changes in workplace behavior are the last to become apparent. You may also observe a Professional Staff member in light of a report of drug use provided by a reliable and credible source that has been independently corroborated.

- Mood swings
- Increased episodes of anger/irritability/hostility
- Appearing overwhelmed
- Forgetfulness
- Flulike symptoms
- Fatigue or appearance of over-sedation
- Bloodshot and/or watery eyes
- Consistently dilated or pinpoint pupils
- Alcohol detectable on breath or smell of burnt leaves
- Tardiness/absenteeism/frequent breaks
- Missed appointments/deadlines
- Unable to be contacted (ex. "broken pager")
- Medical/charting errors
- Complaints from patients, colleagues, supervisors
- Rounding at variable times
- Unexplained disappearances
- Taking extra shifts (especially at night)
- Missing/broken vials
- Extra attention to patients receiving abusable medications
- Signing out increasing amounts of narcotics or quantities inappropriate for the given case
- Failure to document wastage/have wastage witnessed
- Pharmaceutical waste analysis is out of standard range

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Observer

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