



Ronald Reagan Medical Center

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: \_\_\_\_\_

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

This checklist is to be completed when an incident has occurred which provides reasonable suspicion that a physician is under the influence of a prohibited drug or alcohol. All contemporaneous pertinent behavior and physical signs or symptoms that lead you to reasonably believe the physician has recently used or is under the influence of a prohibited substance should be noted. This form must be co-signed by a second witness or reviewer.

Mark all applicable item(s) on this form and add any additional facts or circumstances that you have observed.

Mood changes or issues

- Appearing uncharacteristically down or depressed
- Appearing uncharacteristically euphoric or energetic
- Episodes of anger/irritability/hostility/combativeness
- Notable increase in anxiety
- Appearing overwhelmed
- Fatigue or appearance of over-sedation
- Notable mood swings or variation in moods
- Any other concerns or issues related to mood

Behavior changes or issues

- Cognitive concerns (e.g. memory, attention)
- Forgetfulness
- Flulike symptoms
- Bizarre behavior
- Increase in talkativeness
- Uncharacteristically quiet or withdrawn
- Notable and unexplained change in habits or practices
- Discussing substance use, "partying", or other concerning behavior that occurs outside of work, while at work
- Any other concerns or issues related to behavior

Hygiene or appearance issues

- Bloodshot and/or watery eyes
- Disheveled or dirty appearance
- Consistently dilated or pin-point pupils
- Odd smells (e.g. burnt leaves, alcohol, malodorous smell)



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- Uncharacteristically reddened face
  - Uncharacteristically pale appearance
  - Noticeable and unexplained weight loss or gain
  - Unexplained wounds (e.g. puncture marks, cuts, bruising)
  - Any other concerns or issues related to hygiene/appearance
- Work attendance/timeliness changes or issues
- Tardiness
  - Absenteeism
  - Frequent breaks
  - Missed appointments/deadlines
  - Unable to be contacted (ex. “broken pager”)
  - Rounding or performing other work tasks at variable times, without obvious reason
  - Unexplained disappearances
  - Taking extra shifts (especially at night)
  - Appearing on site at work (e.g. in call rooms or office) without obvious reason
  - Any other concerns or issues related to work attendance/timeliness
- Quality of work concerns or issues
- Medical/charting errors
  - Complaints from patients, colleagues, supervisors
  - Excessive open charts
  - Incomplete, unintelligible, or otherwise odd notes in charts
  - Prescribing wrong/inappropriate medications
  - Any other concerns or issues related to quality of work
- Concerns or issues related to access to or handling of controlled substances or other medications
- 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
  - Bringing medications home
  - Unexplained medications in pockets or personal belongings
  - Any other concerns or issues related to access to or handling of controlled substances

Other (Please describe in detail): \_\_\_\_\_

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