

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

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**WHPS Procedure Summary 18.01: Missed Check-ins and Tests**

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Washington Health Professional Services (WHPS) holds the nurse responsible to check-in with the drug screening service, Monday-Friday (excluding major holidays), to determine if scheduled to test. If selected, the nurse must test on that calendar day. It is the nurse's responsibility to know the operating hours of the selected collection site.

**SUMMARY**

1. Missed Check-Ins:

- A. The nurse must check in to determine if they are selected to test. If the nurse does not check-in, this is considered a missed check-in.
- B. The first missed check-in results in the nurse being notified and reminded that missed check-ins are a non-compliance issue and that further missed check-ins will result in additional testing.
- C. The second and any subsequent missed check-ins will result in a test being scheduled and testing frequency may be increased.
- D. The third missed check-in within a three (3) month period will result in a non-compliance notice being sent, the Work Site Monitor (WSM) being notified, possible request to cease practice, and confirming that additional missed check-ins will result in referral to Nursing Care Quality Assurance Commission (NCQAC).
- E. A continued pattern of missed check-ins constitutes material non-compliance and will result in a referral to the NCQAC.

2. Missed Tests

- A. WHPS verifies with the nurse that they did not test on the selection date.  
**A missed test is considered an instance of significant material non-compliance unless otherwise resolved through verification of extenuating circumstances (i.e., employer substantiation of inability of the nurse to leave the worksite to test).**
- B. Lack of funds is not a justification for missing a test.
- C. WHPS schedules an observed drug screen, requests the nurse test within two (2) hours, and increases test frequency.

- D. WHPS informs the WSM of the missed test. In most cases the nurse will be permitted to continue practice with employer agreement. However, depending on the circumstances, (e.g. nurse is not immediately available to test) WHPS may request the nurse cease practice until further determination.
- E. The second missed test results in scheduling an observed test within two (2) hours, notification of WSM and possible cease practice request, and will be reported to the NCQAC.
- Nurses will be required to obtain a chemical dependency evaluation and enter into recommended treatment after the second missed test.
  - Additional testing (hair, nail, and blood) may be required and testing frequency may be increased for a period determined by WHPS.
- F. After referral to the NCQAC, the nurse remains in the WHPS program and continues to comply with their schedule for tests.
- G. In the event that a nurse misses a second test and is nearing graduation a report will be submitted to the NCQAC and graduation will be put on hold pending NCQAC action.

## Procedure 18.01: Missed Check-ins and Tests

### Process Chart

