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RETURN TO WORK POLICY:

The decision to return to work is a collaborative process between the participant, their peer facilitator and peer group, therapist and RAMP case manager and RAMP director to ensure the safety of the public and the participants.

Prior to returning to work the following are required (not limited to):

- 90 meetings in 90 days must be **completed**
- Attending 12 meetings including sponsor and step work (if appropriate)
- Checking in everyday and drug testing when required
- Attending peer support groups regularly
- Attending any other programs required by contract
- Maintaining abstinence from potentially abusable substances

Participant's Responsibilities

- Self reflect about your recovery and ability to return to work
- Confirm you have done all that is required of your contact
- Have completed treatment including IOP and/or evaluation (if applicable) and RAMP has received that documentation
- Attending 12 Step meetings and verifying with submitted reports (if appropriate)
- Maintain communication with RAMP case manager, peer facilitator and therapist (if applicable)
- Supply case manager with any changes in your life in a timely manner

Peer Facilitator's Responsibilities

- Encourage constructive discussion in group about participant's work request
- Complete Return to Work checklist in AOS
- Possibly participate in conference calls to discuss any questions or concerns
- Verify meeting attendance
- Provide objective assessment on peer group activity and recovery state

Therapist Responsibilities

- Provide an objective assessment on participant's ability to return to work
- Possibly participate in conference calls to discuss any questions or concerns

Case Manager's Responsibilities

- Coordinate request and reports
 - Ensure participant's license is activated
 - Verify compliance with RAMP contract
 - Checking in and screenings in AOS
 - Compliance with reporting requirements
 - Attending appropriate meetings
 - Complete in timely manner; participants will receive notification within 14 days from the day the last piece of report is submitted.
 - Ensure the job opportunities are safe and appropriate for the participants
 - Speak with potential employer
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Questions to be addressed in the Return to Work process

Discussion is not limited to the following questions; rather we encourage everyone to engage in a frank discussion about this step.

Does the participant demonstrate Recovery minded thinking?

- a. Discusses attendance at 12 Step meetings including Sponsor input and step work.
- b. Has completed 90 meetings in 90 days to the best of your knowledge. When was it completed?
- c. Calls for drug testing and tests when called and manages life appropriately around this parameter

Have all intensive levels of treatment and appropriate Discharge Summaries been received by RAMP?

Does the participant attends Peer Group weekly and actively participates in a positive manner?

- a. Arrives on time and stays for entire group
- b. Is open and honest with group
- c. Provides productive, honest feedback to other group members

Does the participant identify concerns about return to work?

- a. Understands and accepts restrictions to practice that may be needed.
- b. Has plan for managing life/work/RAMP expectations.
- c. Realistic child/elder care plans if applicable.

Does the participant have a plan for self care and stress reduction?

Prior to applying for work in nursing, nurses must have approval of your case manager. Failure to do this is a violation of your contract.