

PROBATION/INPRP SUCCESS GUIDE

I want you to have the best opportunity to succeed in INPRP and/or Probation. Therefore, I am going to share with you some tips and tricks you can use to help you succeed.

1. **Your Address.** You are required to keep the Board apprised of your personal contact information including address, telephone number and e-mail address. I suggest you start **now** a list of places you must notify if you decide to move in the future. Include the Board as one of those places.
2. **Employer Information.** Keep the Board apprised of your employment contact information including address, telephone number, name of your supervisor and hours worked. I recommend you keep a separate folder to keep any pertinent documents regarding your license. You should keep copies there of recent employment evaluations, letters of recommendation or any write-up or discipline. You also can put in the folder a note to remind you to provide the employment information to the Board.
3. **Final Order.** You also must provide your nursing employer with a copy of a final order imposing discipline in this matter and have your nursing employer return to you a **signed and dated copy** of the order to the Board within a certain number of days (varies with each order). Send a copy of that final order to the Board by certified mail, return receipt requested. I urge you to put a copy of the final order, along with the returned receipt, in the folder with the other pertinent documents to remind you to have your nursing employer sign the final order in the event you seek employment in the future. Honesty is the best policy and you should be up

front with any potential employer about your discipline because their support will be required to help you get off probation.

- 4. Quarterly Reports.** Your nursing employer may be required to submit to the Board quarterly reports. The form for these reports is available online at the Board's website at <http://www.in.gov/pla/nursing.htm> and you can find the Compliance Employer Report Form and download it from the website. You are responsible for having your employer submit the quarterly report so I suggest that you diary these on your smartphone so you have the best chance of success. If your employer submits the reports online, make sure that the employer copies you on those reports. Again, keep copies in your folder of everything that is submitted to the Board, as you will need these documents to get off probation. Remember, the quarterly reports are separate from INPRP reports. Your employer will need to do 2 separate reports: 1 for INPRP and 1 for the Board.
- 5. Fines.** If you have fines, I recommend that you pay them right away. Make the payment by check and send it by certified mail, return receipt requested. Make a copy of the check and once it is cashed, keep the copy as well. Put the copy in that folder along with the signed return receipt so that when you are ready to come off probation, you will have all the pertinent documents to show the Board that you complied with its order.
- 6. License Renewals.** Set your calendar for September 1st of every other year. **NOTE:** R.N.'s should set theirs for the odd numbered years and L.P.N.'s should set theirs for the even numbered years. Without fail, put a reminder in your calendar for every other year that your license is due for that year. This is critical

as the Board no longer mails out notices. They consider the *NURSING FOCUS* magazine as notice of your license renewal. Of course, that should you practice on an expired license that is a criminal matter and is considered fraud.

7. **INPRP random drug screens.** I recommend you set the alarm on your phone every day at a certain time, using a separate ringtone, to remind you to check in with Affinity system to see if you are up for a urine drug screen. I also suggest putting the due dates for the quarterly or monthly supervisor reports in your calendar, whichever is required by INPRP. The Board is leery of missed check-ins.
8. **Meetings.** It is good advice to schedule all of your AA/NA and nurse support group meetings and when the monthly or quarterly reports are due to INPRP. This will give you the best chance of success. The Board looks at whether or not your paperwork was submitted on time, so please submit your paperwork on time.
9. **Dilute drug screens.** Take your test first thing in the morning before you have anything to drink. Dilute urine screens are a red flag to INPRP.
10. **Prescriptions.** If you are prescribed controlled substances for a medical issue, you need to let INPRP know before you take them and provide them with a copy of the prescription. The Board frowns on taking any controlled substances during or even after your probation.
11. **Monitoring Interruptions.** Watch out for monitoring interruptions such as going on vacation. If you are going on vacation, be sure to let INPRP know and plan to have a urine screen done while you are on vacation. I recommend that you plan

ahead and know where you are going to get your screen completed. INPRP will now have a site selected for you to test if you are up for a screen.

12. INPRP Handbook. I recommend that you read this in its entirety.

I wish you the best of success with your probation and getting off INPRP. We want to set you up for success and, of course, we are here to help.

13. Complete Compliance. If your order requires complete compliance with your

ISNAP/INPRP RMA it means:

1. No missed check-ins.
2. No dilute urine drug screens.
3. No positive urine drug screens.
4. No controlled substances of any kind.