



## Checklist for Employment

**All positions that require a health care license and/or employment in a health care setting must be approved by your case manager prior to accepting the job.** This includes new employment opportunities or returning to work after treatment and/or a cease practice.

1. **Before** a client accepts a job which requires a license, the client must fulfill specific requirements. Please use this checklist as a guide; this checklist may not be all inclusive. Please contact your case manager for specific requirements and questions.
  - a) Have you submitted the following documentation to PAS **prior** to accepting and starting a job?
    - Documentation of treatment completion, if applicable
    - Supportive documentation from treatment providers to return to work, if applicable
    - Job description
    - A signed release of information by the client and contact information for the potential employer so that PAS may contact the employer
  - b) Has the potential employer been notified of PAS participation?
2. After the job description, the signed consent forms, and other applicable documentation is submitted to PAS, the case manager team reviews the client's case. Please allow seven (7) business days for notification from PAS regarding the job.
3. **After** the PAS case manager team approves of the job, the client will receive a Return to Work Agreement from PAS. When the client receives the Return to Work Agreement, he or she may start working. If the case manager team does not approve of the job, the case manager will notify the client via a phone call.
4. The client is responsible for completing page two of the Return to Work Agreement, to include obtaining the signatures of the Direct Supervisor, Chief Nursing Officer/Director of Nursing/Practice Monitor, and the Human Resources Director. The Return to Work Agreement is due within ten (10) days of starting work or the deadline set forth by the case manager. Failure to submit a complete Return to Work Agreement may result in a cease practice agreement and a referral to the Board.