Checklist

Signs and Symptoms

Below is a checklist frequently used to see if alcohol and other drug abuse may be an issue in someone’s life.

1. Absenteeism
   ___ Instances of leaving without permission
   ___ Excessive sick leave
   ___ Frequent Monday and/or Friday absences
   ___ Repeated absences, particularly when they follow a pattern
   ___ Lateness to work, especially on Monday mornings, and/or returning from lunch
   ___ Leaving work early
   ___ Peculiar and increasingly unbelievable excuses for absences or lateness
   ___ Absent more often than other employees for colds, flu, gastritis, and so forth
   ___ Frequent unscheduled short-term absences (with or without medical explanation)

2. “On-the-Job” Absenteeism
   ___ Continued absences from post more than job requires – “goofing off”
   ___ Long coffee breaks, lunch breaks
   ___ Frequent trips to the restroom

3. Uneven Work Pattern
   ___ Alternate periods of high and low productivity

4. High Accident Rate
   ___ Accidents on the job
   ___ Accidents off the job (but affecting job performance)
   ___ “Horseplay” that causes unsafe conditions

5. Problems with Memory
   ___ Difficulty in recalling instructions, details, conversations, and so forth
   ___ Difficulty recalling nurse’s own mistakes

6. Difficulty in Concentration
   ___ Work requiring greater effort
   ___ Jobs taking more time
   ___ Repeated mistakes due to inattention
   ___ Bad decisions or poor judgment
   ___ Errors in charting
   ___ Forgetfulness
7. Confusion
   ___ Difficulty following instructions
   ___ Increasing difficulty handling complex assignments

8. Reporting to Work in an Inappropriate State
   ___ Coming to/returning to work in an obviously altered condition

9. General Lowered Job Efficiency
   ___ Missed deadlines, unreliability
   ___ Complaints from patients, family members
   ___ Improbable excuses for poor job performance
   ___ Undependability
   ___ Refusal to take job assignments, failure to complete assignments

10. Poor Employee Relationships on the Job
    ___ Failure to keep promises; unreasonable excuses for failing to keep promises
    ___ Overreactions to real or imagined criticism
    ___ Borrowing money from co-workers
    ___ Unreasonable resentments
    ___ Avoidance of associates
    ___ Lying and exaggerating
    ___ Complaints from co-workers, supervisors, other staff
    ___ Blaming others for problems

11. Inappropriate Appearance
    ___ Decreased attention to personal appearance and hygiene
    ___ Odor of alcohol on breath
    ___ Glassy, red eyes
    ___ Tremors

12. Other Problem Behaviors
    ___ Sleeping on the job
    ___ Withdrawal from others, self-isolation
    ___ Mood swings
    ___ Increasing irritability
    ___ Problems at home, with relationships, with finances

13. Drug Diversion
    ___ Consistent volunteering to give medications
    ___ Patient complaints of no relief; discrepancies on records
    ___ Consistent administration of IM (prn) and maximum doses when other professionals do not demonstrate such patterns
    ___ Frequent wastage, such as spilling drugs or breaking vials
    ___ Unobserved wastage, no co-signatures
    ___ Work on a unit where drugs are missing or have been tampered with
    ___ Frequent volunteering for additional shifts; appearing on unit when not assigned.