

What does self-referral into the Drug and Alcohol Management Plan mean for me?

1. What is self-referral?

Self-referral is when an Employee has identified they need help, assistance and support to deal with possible alcohol and/or drug misuse.

If employees feel as though they may have problematic use of alcohol and/or drugs they should make a time to discuss these concerns with their Manager or the Qantas Medical Doctors.

Entry into the DAMP via self-referral is managed discreetly by both the Manager and Qantas Medical; there may be a requirement depending on your role at Qantas that you may be stood down from Safety Sensitive Aviation Activities (SSAA).

2. Do I need to undertake a DAMP test when I self-refer?

The ability to conduct a test when you self-refer is dependent upon the nature of the issue you have discussed with your Manager. Qantas Medical will be consulted and will in conjunction with the Manager determine if a test is required. In some, cases where it is deemed an Employee could remain at work (when not in an SSAA role) a test may be undertaken.

3. What happens if I return a positive result during the self-referral process?

Tests conducted during self-referral which return a positive result will not be recorded as a positive test. This includes test results during the initial referral, assessment and treatment. Once an Employee is cleared to return to work any further positive result will be recorded as a "First Positive".

4. If I decide to self-refer what happens next?

Qantas Medical will manage your case and all medical information will be handled confidentially. An appointment will be made for you to see a Qantas approved medical specialist who is qualified and experienced in alcohol and drug misuse issues. It may be necessary to have 1 or a number of appointments depending on the specialist. There may also be a requirement to have tests done during the assessment phase. The assessing specialist may require you commence treatment or see your GP between assessment appointments for ongoing care.

5. Do I have to pay for the appointments and any tests?

Qantas covers the cost of the assessment and any associated test requirements as ordered by the specialist. If you are required to undertake treatment, these costs will need to be covered by the Employee. Most private health funds provide cover for alcohol and other drugs interventions, so check with your own fund. Public treatment options are available however, can have extensive waiting lists.

6. **Do I have to attend treatment?**

Recommendations by the assessing specialist will be advised to Qantas Medical, and you will be required to meet the treatment requirements before being cleared to return to work. In some instances, if treatment is commenced and it is appropriate the Employee may return to work whilst continuing treatment.

Qantas Medical and yourself will agree upon the treatment recommendations and how you will be undertaking these, sometimes this is best managed by engaging with your GP who can oversee your treatment and provide Qantas Medical advice when you are deemed fit to return to work.

7. **What happens when I am cleared to return to work?**

You will be required to provide information from your treating Doctor/s, evidence that you have undertaken your agreed treatment plan. There may be occasions where you will require a further assessment from the initial specialist. Once cleared to return to work, a Safe Return to Work plan will be prepared and provided to your Manager by Qantas Medical.

Your Manager will arrange a time to meet with you and go through the Safe return to Work plan, and you will both sign it. A return to work AOD test will be conducted and if negative you will be allowed to commence working.

8. **What does a Safe Return to work plan look like?**

A Safe Return to work plan outlines the following requirements, however every case will be different based on the recommendations from the assessing specialist and/or you're treating Doctor/s. It includes: return to work date, records that a return to work test has been conducted, ongoing requirements for counselling or other treatment, no notice alcohol and other drug testing for a specified period (usually 6 months however can be more frequently and for a longer period if recommended), other tests such as blood tests, hair testing etc.

Your Manager will be responsible to meet regularly with you to ensure you are coping and keeping on track. It is your responsibility to bring to either your Manager, treating Dr or Qantas Medical any difficulties or possible relapses you have, this includes standing yourself down from SSAA work if affected by alcohol and/or drugs.

9. **Where do I go for further information?**

Qantas intranet/ The Terminal
Qantas Medical
Manager
EAP
GP

