



same day on which you have been selected. It is your responsibility to be aware of the testing hours at your chosen lab, and to leave enough time after your check-in to submit a test.

Board Orders typically identify quarterly time periods during which testing frequency decreases over time. For instance, the most common testing schedule is: “For the first three month period, random screens shall be performed *at least* once per week. For the next three month period, random screens shall be performed *at least* twice per month. For the next six month period, random screens shall be performed *at least* once per month.”

Please note the added emphasis on the term “at least”. The process used to select testing dates is random, and may result in more than one selection within any given period. For instance, it is possible that, during a period of monthly testing, more than one random test date may be scheduled. Therefore, it is important that you continue to check in with RecoveryTrek every day and provide a sample whenever you are selected, regardless of whether a test has previously been scheduled in the testing period. **Remember, failure to submit a sample for testing on a selected day is grounds for further disciplinary action under your Board Order, including the immediate suspension of your nursing license.**

The Board’s mission is to protect and promote the welfare of the people of Texas. Because non-compliance with Board-ordered drug testing may be considered to be a serious threat to the public health and safety, the Board is authorized under the Nursing Practice Act<sup>1</sup> to temporarily suspend the license of a nurse who submits a positive drug screen for alcohol or a prohibited drug or fails to submit to a drug test under a Board Order. The Board is authorized to initiate suspension proceedings without any prior notice to you.

The consequences that could result from a positive drug screen or missed test are serious. Therefore, you should carefully avoid **any** products containing alcohol, provide the Board with timely notification of any prescriptions you have received, and submit to drug testing on each day you are selected. Doing so will help you to successfully complete your Board Order. If you have any questions regarding this information or any other issue related to your Board Order or drug testing, please contact your Board monitor.

Sincerely,



Katherine A. Thomas, MN, RN, FAAN  
Executive Director  
Texas Board of Nursing

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<sup>1</sup> Texas Occupations Code §301.4551.

## INSTRUCTIONS FOR BON URINE DRUG SCREEN COLLECTION

1. As a result of the Order ratified by the Board (BON), you will be required to submit to periodic random drug screens **during employment as a nurse**. The BON has contracted with RecoveryTrek and you will be submitting random urine specimens through this vendor. No other drug screens will be accepted toward meeting your Board Ordered requirements unless pre-authorized by your Board compliance officer.
2. Enrollment in RecoveryTrek is required before testing can begin. Once you are employed as a nurse, and your Notification of Employment form has been received by the Board, **you have two (2) weeks to complete and submit your registration information on the RecoveryTrek website** according to the following steps:

### Step 1 - Creating Your Secure Online Account

- a. Go to <http://recoverytrek.com> and click the "contact" link. Enter your contact information in the contact form. For Program Name/ID, enter Texas Board of Nursing and enter "new enrollment" for subject.
- b. RecoveryTrek will then send you an email from [greatsupport@recoverytrek.com](mailto:greatsupport@recoverytrek.com) titled "Your RecoveryTrek New Participant Account" containing your username, temporary password and log in instructions.
- c. **The temporary password is valid for 24 hours.** Once received, go to [www.recoverytrek.com/txbon](http://www.recoverytrek.com/txbon) and use your email address as the username and the temporary password to log in. The password will need to be changed during the initial log in.
- d. If you have not received an email from RecoveryTrek after 36 hours, check your spam folder. If you still do not have an email, send an email to [greatsupport@recoverytrek.com](mailto:greatsupport@recoverytrek.com) requesting enrollment information.

### Step 2 - Log In and Enter Your Contact and Billing Information

- a. Once logged in, click the "profile" tab.
- b. *Be sure to complete all fields in the Details and Address sections on the Participant Profile Page. Please make sure any pre-populated contact information is correct so RecoveryTrek can contact you if needed.*
- c. **Make sure to enter your credit card number, expiration date, and CVV number, then click "Save" when finished.**
- d. You will see a "Test Status" button once you log in. You will use this to check your daily test status.

### Step 3 - Sign Your RecoveryTrek Monitoring Agreement Online

- a. Find the "Agreement" tab in the top menu and locate the RecoveryTrek Monitoring Agreement.
- b. Read the agreement and click the checkbox at the bottom to acknowledged you agree with the RecoveryTrek terms.

### Step 4 - Account Activation

A participant Account Activation email will be sent within 2 business days with instructions and the date you should begin checking in. If you do not receive the Participation Account Activation email within 2 business days, log into the Participant Portal and confirm that all steps have been completed. If all steps were completed, send an email with the Subject: Account Activation to [greatsupport@recoverytrek.com](mailto:greatsupport@recoverytrek.com), include your name, your Program Name and Case ID or the last 4 digits of your SSN or call your RecoveryTrek Success Manager at (757) 943-9800.

3. If you are unable to enroll online, you can enroll over the phone with your RecoveryTrek Success Manager. This method may take longer and may require that the RecoveryTrek Success Manager schedule a time to take your enrollment details.
  - a. With your contact and billing information ready, call the Success Manager at: **757-943-9800 (Option 4)**.
  - b. The Success Manager will collect your information and provide you with instructions on how to sign and send the RecoveryTrek Monitoring Agreement.
  - c. You may send the signed agreement via email or US Mail:  
  
Via Email: [greatsupport@recoverytrek.com](mailto:greatsupport@recoverytrek.com)  
  
Via USPS Mail: RecoveryTrek, PO Box 11635, Norfolk, Virginia 23517
4. Credit or Debit cards are required to be kept on file for testing fees.
5. RecoveryTrek contracts with MedTox collection sites throughout the state of Texas. You will be receiving Chain of Custody Forms (CCF) once you are enrolled in the RecoveryTrek System. When your supply gets low (less than 3), please order more from the RecoveryTrek online system and you will be sent a supply. All collection fees are to be paid at the time of collection if you are not using an authorized collection site. RecoveryTrek will NOT pay any of these fees. **Pricing may vary based on the specific panel selected for testing.**
6. **You will be required to login to the RecoveryTrek website or call every day to verify if you have been chosen to provide a specimen for screening. Failure to login or call every day could result in further action taken by the Board.** You may be required to submit to a random drug screen even during your time out of town or on vacation.
7. If, due to an emergency, you are unable to report to the collection site on the day you are requested to provide a urine specimen, or if you do not have the proper chain of custody form, you must immediately contact the Compliance Case Manager or call the Board's office at (512) 305-6838. **Failure to report for a drug screen may be considered the same as a positive result and may result in further disciplinary action being taken against your license(s) to practice nursing in the state of Texas for your failure to comply with the Order of the Board.**
8. If your specimen tests positive, you may have your results reviewed by a Medical Review Officer (MRO) for an additional fee. In addition, you must notify the Compliance Case Manager or call the Board's office at (512)305-6838 prior to making the request, so that it may be approved with RecoveryTrek. (During this time period, the result will be treated as a positive result until determined otherwise).
9. While you are being monitored by the Board, your employer or a representative from the Texas Board of Nursing may require you to submit to a random drug screen at any time.