

**DEPARTMENT OF HEALTH
NURSING CARE QUALITY ASSURANCE COMMISSION**

WHPS Procedure Summary 8.01: Job/Practicum Approval

Safely returning nurses to practice is a primary goal of Washington Health Professional Services (WHPS). Six to twelve months of practice is desired to adequately assess the nurse's ability to practice with safety.

SUMMARY

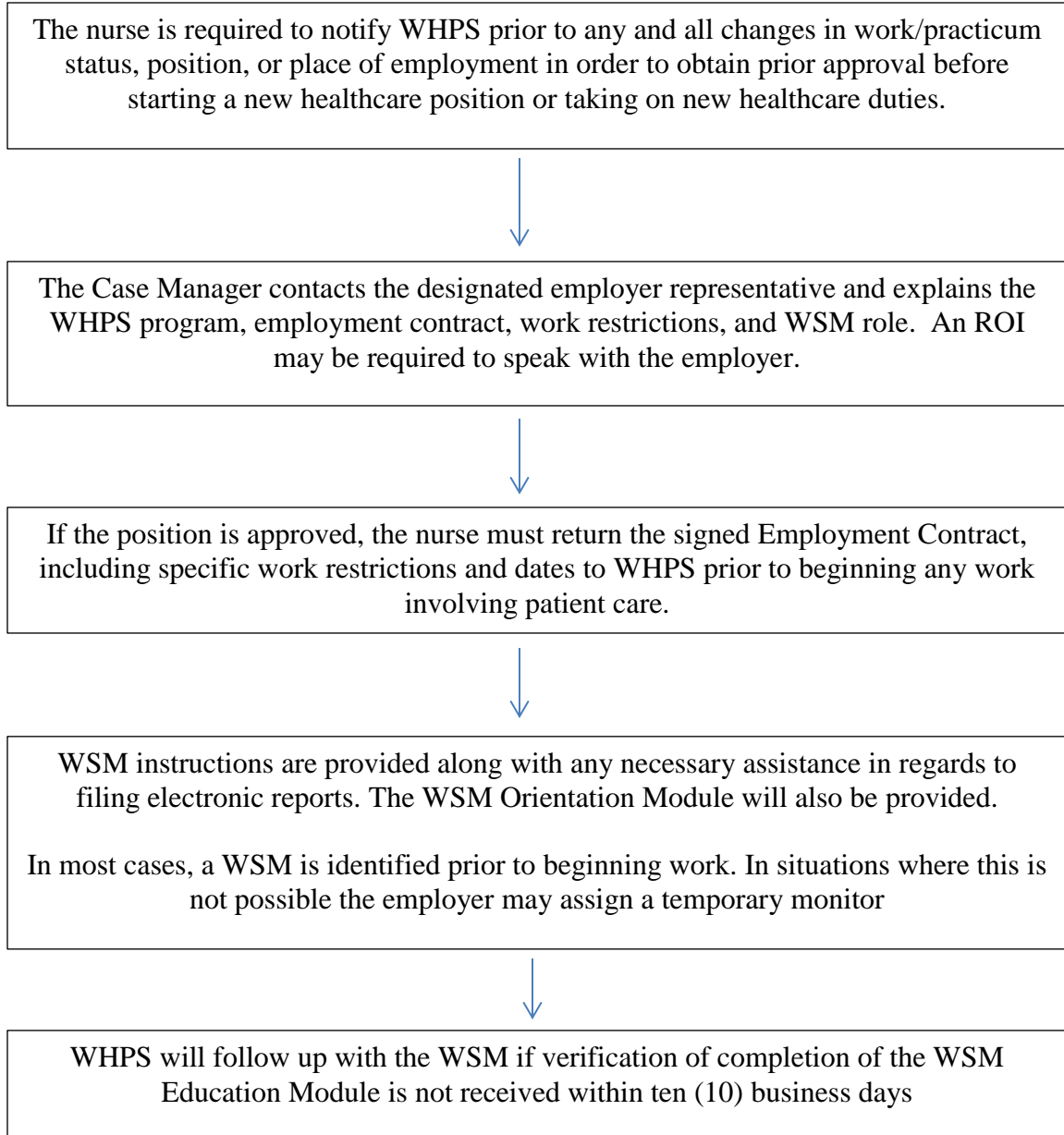
1. Job/Practicum Approval:

- A. The nurse is required to notify WHPS prior to any and all changes in work status, position, or place of employment in order to obtain prior approval before starting a new healthcare position or taking on new healthcare duties.
- B. Consistent with WHPS' mandate to ensure public safety when involved in a clinical practicum, nurses must notify the school of their participation in WHPS, obtain WHPS approval, and identify a school contact.
- C. The Case Manager contacts the designated employer/school representative and explains The WHPS program and WHPS involvement with the nurse. Any workplace restrictions, limitations, and concerns are reviewed as well as specifications for the nurse's return to work or new duties. The Case Manager may also ask for a copy of the position or job class description for review.
- D. If the position is approved, the nurse must return the signed Employment Contract, including specific work restrictions and employment start date to WHPS prior to beginning any work involving patient care.
- E. The WSM must complete the orientation module within seven (7) days of signing the Employment Contract. WSM orientation materials are available on the WHPS web page.
- F. In most cases, a WSM is identified prior to beginning work. In situations where this is not possible the employer may assign a temporary monitor.

Working as a nurse or performing duties not approved by WHPS places patients at risk of harm and is a serious violation of the nurse's Monitoring Contract. Nurses working in unapproved capacities will be immediately removed from practice, referred to the NCQAC and may face discharge from WHPS.

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Process Chart



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