

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

WHPS Procedure Summary 14.01: Work Site Monitoring

All nurses in the Washington Health Professional Services (WHPS) program employed in healthcare positions are required to have a Work Site Monitor (WSM).

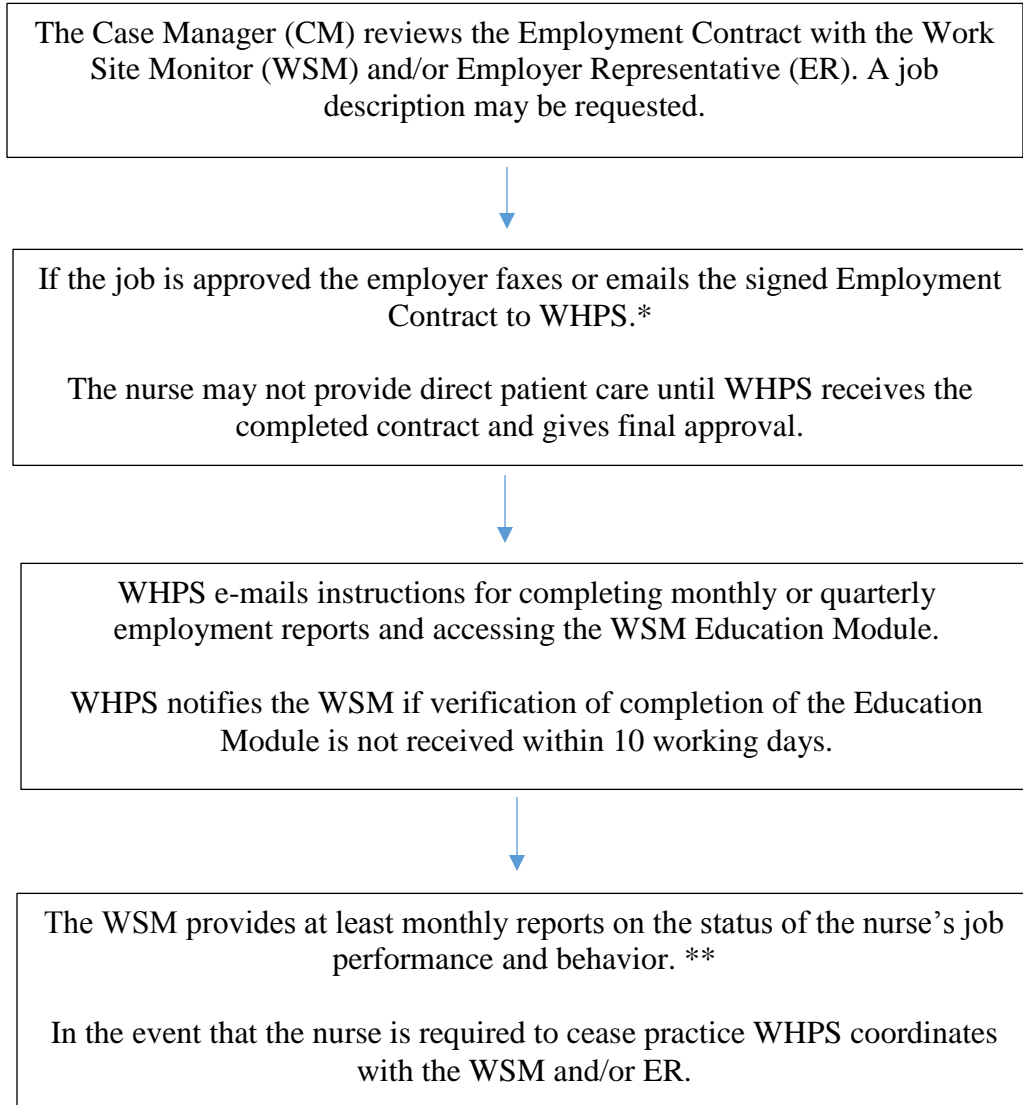
SUMMARY

1. Work Site Monitoring:
 - A. The WSM reviews and signs the Employment Contract, evaluates the nurse's job performance, ensures adherence to work restrictions, and acts as WHPS's primary point of contact with the employer/school.
 - B. The WSM must provide direct supervision to the nurse unless an alternate monitoring relationship is approved by the case manager. Work restrictions will be specified in the Employment Contract.
 - C. Once WHPS receives the signed Employment Contract the WSM will receive monthly or quarterly electronic report notifications. The WSM reports on the status of the nurse's job performance and behavior.
 - D. The WSM is required to complete the WHPS Orientation Module within one (1) week of signing the Employment Contract.
 - E. The case manager directly communicates with the WSM or employee representative. In the event that practice safety is a concern or the nurse exhibits behavioral changes which may be indicative of relapse, WHPS requires the nurse to cease practice until approved to return to work.
 - F. When a different WSM is assigned to a nurse or there are changes made to the nurse's work restrictions, the Employment Contract must be reviewed and signed by the WSM and returned to WHPS within one (1) week.
 - G. If the WSM is a temporary replacement, the temporary WSM signs the Employment Contract and completes the monthly or quarterly report. The temporary WSM must complete the WHPS Orientation Module one (1) week of signing the Employment Contract.

Procedure 14.01: Work Site Monitoring

Process Chart

All nurses employed in healthcare positions are required to have a Work Site Monitor.



*Generally, the WSM provides direct supervision to the nurse. In the event there are a limited number of people who can perform as a WSM, alternate options may be approved.

When a change in WSM occurs or the WSM is on extended leave (>3 weeks) a new employment contract is signed and orientation is provided to the replacement WSM.

**The CM may schedule visits to the work site to meet with the WSM and nurse.

WORK SITE MONITOR (WSM) CRITERIA

1. The Work Site Monitor (WSM) must be available to the nurse, preferably working the same hours.
2. If the WSM is recovering from chemical dependency, he/she must have two years sobriety.
3. The WSM must be in a supervisory or senior capacity role.
4. The WSM should not be a peer, colleague, close friend, professional partner, or have any financial or business arrangements with the nurse.
5. WSM, health professional interaction in non-work related activities should be kept to a minimum.
6. The WSM shall not have a provider/patient relationship with the nurse.
7. The WSM must be willing to monitor the nurse's job performance and communicate any concerns to the employer and WHPS.
8. The WSM must be willing and able to submit **timely reports online**. Late, incomplete, or missing reports affect compliance and have adverse consequences for the nurse.
9. The WSM and employer must review and sign the WHPS Employment Contract with the nurse.
10. The WSM shall complete the WHPS Orientation Module within one (1) week of assignment.

It is the responsibility of the nurse to divulge his/her participation in the WHPS Program to their employer and together they will identify the WSM. The timely submission of **all** monthly reports is ultimately the responsibility of the nurse. This includes ensuring the timely submission of Employer Evaluation Reports by the WSM.

WHPS reserves the right to remove the WSM at any time due, but not limited to, untimely report submissions, report falsification, inadequate oversight, and change in relationship with the nurse.