DEPARTMENT OF HEALTH NURSING CARE QUALITY ASSURANCE COMMISSION

WIIDS Draggedyng Symmony 16 01. Chadystian

WHPS Procedure Summary 16.01: Graduation

This procedure outlines the requirements for program graduation.

SUMMARY

1. Graduation:

In order to successfully graduate from the Washington Health Professional Services (WHPS) program, the nurse must:

- A. Demonstrate compliance with their monitoring contract for the previous two years.
- B. Complete the Transition Contract with good compliance.
- C. Submit a written request for graduation to include: Discussion of their recovery, including a relapse prevention plan for their own benefit and use after discharge. The nurse should begin discussion with their case manager at least six (6) months before projected graduation
- D. Submit letters of support for graduation from their Work Site Monitor (WSM) and Professional Peer Support Group (PSG) facilitator, and if applicable, their sponsor and counselor.
- E. Case staffing is completed to verify eligibility to graduate to include, but not limited to, treatment completion, practice performance, peer support group attendance, report currency, and drug testing profile.
- F. WHPS sends written notification of the nurse's successful graduation to:
 - The nurse with a certificate of completion
 - The WSM
 - The PSG Facilitator
 - If applicable, NCQAC and legal authorities
- G. The nurse will be sent the Program Participation Survey prior to graduation.
- H. Outside of significantly compelling circumstances (e.g., relocation to another state with only a few months left on a contract) early graduation requests will not be granted.
- I. WHPS reserves the right to extend a nurse's contract when Case Staffing review identifies concerns such as, but not limited to; recent contract non-compliance, relapse behaviors, the worksite monitor, and/or peer support group facilitator report concerns about the nurse's competency.

Procedure 16.01: Graduation

Process Chart

The Case Manager (CM) will discuss graduation requirements and program participation with the nurse at twelve (12) and six (6) months prior to graduation.

Two (2) months prior to projected graduation the nurse shall submit:

- 1. A written request for graduation, discussing their recovery, and including a relapse prevention plan; and
- 2. Letters of support from their work site monitor (WSM), peer support group facilitator (PSGF), and sponsor as appropriate.

WHPS will staff the graduation request reviewing the request documents and contract compliance over the previous 24 months*

If approved to graduate WHPS sends notification of successful completion to the nurse, WSM, PSGF, employer, and NCQAC if applicable.

If not approved to graduate WHPS will add at least 6 months of contract time and adjust contract requirements as appropriate to enable the nurse to demonstrate 2 years of successful participation. **

^{*}Outside of significantly compelling circumstances (e.g., relocation to another state with only a few months left on a contract) early graduation requests will not be granted.

^{**}WHPS reserves the right to extend a nurse's contract when Case Management review identifies concerns such as, but not limited to; recent contract non-compliance, relapse behaviors, the worksite monitor, and/or peer support group facilitator report concerns about the nurse's competency.

Page **3** of **3** W16.01