


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

Title:	Work Site Monitoring	Number:	W38.01
Reference:	RCW 18.130.160 RCW 18.130.175 WAC 246-840-750 through 246-840-780		
Contact:	Paula R. Meyer, MSN, RN, FRE Executive Director Nursing Care Quality Assurance Commission		
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Supersedes:	W14.01		
Approved:	 Tracy Rude, LPN Chair Washington State Nursing Care Quality Assurance Commission		

PURPOSE:

Washington Health Professional Services (WHPS) requires all nurses employed in healthcare positions to have a Work Site Monitor (WSM).

PROCEDURE

- I. WSM Responsibilities and Orientation
 - A. The WSM and an employer representative (e.g., Human Resources, Director of Nursing Services) 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. The employment contract contains WSM criteria. The WSM signature verifies compliance with these criteria.
 - B. WHPS specifies work place restrictions in the employment contract, with lines for the nurse and WSM to initial.
 - C. The WSM verifies completion of the WHPS Orientation Module within seven working days prior to starting duties. The nurse cannot begin working until WHPS receives the WSM's verification of completion of the WHPS Orientation Module.
 - D. WHPS strongly encourages the employer to identify alternate WSMs who have completed the Orientation Module to act as a temporary replacement when necessary.
 - E. In the event there are a limited number of people who can perform as a WSM, the case manager will identify an alternate WSM with WHPS director approval.

II. WSM Duties

- A. The WSM provides first-line supervision unless WHPS approves an alternate monitoring relationship.
- B. The WSM provides monthly reports to WHPS on the status of the nurse's job performance and behavior.
- C. In the event the nurse must cease practice, the WHPS case manager communicates directly with the WSM or employer representative. WHPS must approve the nurse's return to practice.
- D. When the employer assigns a new WSM or makes changes to the nurse's duties, WHPS issues a new employment contract which the WSM must return within seven business days.