


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

<b>Title:</b>	Graduation	<b>Number:</b>	W46.02
<b>Reference:</b>	<a href="#">RCW 18.130.160</a> <a href="#">RCW 18.130.175</a> <a href="#">WAC 246-840-750</a> through <a href="#">246-840-780</a>		
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<b>Effective Date:</b>	March 11, 2022	<b>Date Reviewed:</b>	March 11, 2022
<b>Supersedes:</b>	W16.01, W46.01		
<b>Approved:</b>	 <b>Laurie Soine, Ph.D., ARNP Chair</b> <b>Washington State Nursing Care Quality Assurance Commission</b>		

**PURPOSE:**

To establish criteria for successful graduation from the Washington Health Professional Services (WHPS) program.

**PROCEDURE:**

- I. Nurse Responsibilities for Graduation
  - A. The nurse applying for graduation must not have had any instances of significant non-compliance as defined in *Procedure W32 Program Non-Compliance and Discharge Criteria* for the immediate two years prior to application. For nurses under a diagnostic contract (two years or less), the nurse must have remained in significant compliance with their Program Participation Contract for the length of their contract.
  - B. The nurse will submit a written request for graduation to include a discussion of their recovery and a relapse prevention plan for their own benefit and use after graduation.
  - C. The nurse will 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 therapist.
  - D. WHPS will not consider early requests for graduation absent significantly compelling circumstances (e.g., relocation to another state with only a few months left on a contract).

## II. WHPS and NCQAC Responsibilities

- A. The WHPS case management team verifies the nurse's eligibility to graduate by reviewing the full application, letters of recommendation, and assures no instances of significant non-compliance with the Program Participation Contract within two years of graduation.
  1. The WHPS Assistant Director approves graduations for nurses in WHPS voluntarily or under a WHPS Referral Contract.
  2. For nurses in WHPS under discipline, Substance Use Disorder Review Panel (SUDRP) must approve a nurse's completion/graduation from the program before WHPS terminates monitoring.
  3. WHPS will continue to monitor the nurse and report any significant instances of non-compliance up until the day of graduation.
- B. For any nurse in the program under discipline, WHPS notifies the NCQAC compliance officer of the pending graduation date and provides the compliance officer with access to the electronic monitoring record, who in turn notifies SUDRP and forwards all relevant records for review.
- C. If the SUDRP agrees the nurse met the graduation requirements and is in the program as a result of discipline, WHPS notifies the nurse their graduation has been approved and terminates monitoring on their graduation date.
- D. WHPS sends the nurse a Program Exit Survey (*attached*) as part of the graduation application process.
  1. The nurse is not required to complete the survey to graduate.
  2. WHPS will compile the survey results and include in the annual report.
  3. WHPS will consider the results to improve business practices when appropriate.
- E. WHPS sends a certificate of completion to the Work Site Monitor (WSM) and Peer Support Group (PSG) facilitator.
- F. The WHPS case management team will document graduation status in the electronic monitoring record.