


**DEPARTMENT OF HEALTH
WASHINGTON STATE BOARD OF NURSING
PROCEDURE**

Title:	Program Eligibility and Admission Types	Number:	W31.03
Reference:	<p>RCW 18.130.160 - Finding of unprofessional conduct—Orders—Sanctions—Stay—Costs—Stipulations.</p> <p>RCW 18.130.175 - Physician health and voluntary substance use disorder monitoring programs (<i>as amended by 2023 c 425</i>).</p> <p>WAC 246-16-220 - Mandatory reporting—How and when to report</p> <p>WAC 246-16-235 - Mandatory reporting—License holder reporting other license holders</p> <p>WAC 246-840-750 - Philosophy governing voluntary substance use monitoring programs.</p> <p>WAC 246-840-760 - Definitions of terms used in WAC 246-840-750 through 246-840-790.</p> <p>WAC 246-840-770 - Approval of substance use monitoring programs</p> <p>WAC 246-840-780 - Conditions for participants entering the approved substance use monitoring program.</p> <p>WAC 246-840-790 - Substance use disorder monitoring stipend program</p> <p>Procedure A49 – Substance Abuse Referral Contracts</p>		
Contact:	Catherine Woodard Director, Discipline and Washington Health Professional Services Washington State Board of Nursing (WABON)		
Effective Date:	January 10, 2025	Date for Review:	January 10, 2027
Supersedes:	W31.02 – March 11, 2022 W31.01 – March 8, 2019 W02.01 – January 8, 2016 W01.01 – January 8, 2016		
Approved:			
	Dawn Morrell, BSN, RN Chair Washington State Board of Nursing (WABON)		

PURPOSE:

To define the criteria for eligibility to participate in the Washington Health Professional Services (WHPS) program and define the various processes for admission to the program.

PROCEDURE:

I. Program Eligibility

- A. Hold, or be eligible to obtain, a Washington State nurse's license.
- B. Has a substance use disorder diagnosis or circumstances indicate that the nurse may have misused alcohol or drugs.
- C. Agree in writing to the terms of their individual Program Participation Contract.
- D. If licensed and residing in another state, provide notification to that state's board of nursing. Nurses must comply with their home state's monitoring program as directed. WHPS and the other state of licensure will jointly monitor the nurse with WHPS receiving quarterly monitoring reports.

II. Eligible nurses may enter WHPS as follows:

A. Voluntary Participation

1. When a nurse contacts WHPS, WHPS provides the opportunity for the nurse to enter the intake process.
2. WHPS will admit self-referred nurses as voluntary and will not disclose their participation to the Washington State Board of Nursing (Board) except when they are non-compliant with program requirements. (*See Procedure W32 Program Non-Compliance and Discharge Criteria.*)
3. When a third party (e.g., family member or employer) refers a nurse and the nurse does not contact WHPS or complete the intake process, WHPS will provide the referral source with information regarding filing a formal complaint with the Board.
4. WHPS will ensure that these alleged actions are immediately reported to the Board:
 - a) Actions that resulted in patient harm.
 - b) Any conviction, determination, or finding that the nurse committed unprofessional conduct.
 - c) Information that the nurse is unable to practice with reasonable skill and safety due to a mental or physical condition.
 - d) Any disqualification from participation in the federal Medicare or Medicaid program (Office of Inspector General (OIG) Exclusions List).

B. Non-Disciplinary Referral

1. The Board may refer a nurse to WHPS in lieu of discipline when the nurse has an open complaint according to Procedure A49, *WHPS Referral Contracts*. If the nurse is already in WHPS, their status changes from voluntary to in lieu of discipline.
2. At the conclusion of the intake process WHPS will notify the Board by memo regarding case status.

C. Disciplinary Referral

1. Discipline types referred to WHPS:
 - a) Agreement to Practice Under Conditions (APUC)
 - b) Stipulation to Informal Disposition (STID)
 - c) Agreed Order
2. WHPS will not contact a nurse referred by way of discipline so as not to interfere with

- the adjudicative process.
3. At the conclusion of the intake process, which may be time-limited by an order, WHPS will notify the Board and/or legal services by memo regarding case status.

III. WHPS Referral Deadlines

- A. Failure to meet deadline for entry into the WHPS program as defined in a disciplinary order or Substance Use Referral Contract will result in notification to the Board compliance officer and referral to the Substance Use Disorder Review Panel (SUDRP). SUDRP may extend referral deadlines dependent upon individual circumstances.