


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

Title:	Work Site Monitoring	Number:	W38.02
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>RCW 18.79.440 - Public posting of enforcement actions restricted—Substance use disorder monitoring stipend program.</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>		
Contact:	Catherine Woodard Director, Discipline and Washington Health Professional Services Washington State Board of Nursing (WABON)		
Effective Date:	November 8, 2024	Date for Review:	November 8, 2026
Supersedes:	W38.01- November 4, 2022 W14.01- January 8, 2016		
Approved:	 Dawn Morrell, BSN, RN Chair Washington State Board of Nursing (WABON)		

PURPOSE:

Washington Health Professional Services (WHPS) requires all nurses in the program employed in healthcare positions 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 will not 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 employer will identify an alternate WSM with WHPS approval.

II. WSM Duties

- A. It is preferred that the WSM be in a supervisory position; however, WHPS may approve another person as 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.