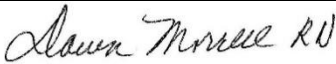


**DEPARTMENT OF HEALTH
WASHINGTON STATE BOARD OF NURSING
PROCEDURE**

Title:	Graduation	Number:	W46.03
Reference:	RCW 18.130.160 - Finding of unprofessional conduct—Orders—Sanctions—Stay—Costs—Stipulations. RCW 18.130.175 - Physician health and voluntary substance use disorder monitoring programs (<i>as amended by 2023 c 425</i>). RCW 18.79.440 - Public posting of enforcement actions restricted—Substance use disorder monitoring stipend program. WAC 246-840-750 - Philosophy governing voluntary substance use monitoring programs. WAC 246-840-760 - Definitions of terms used in WAC 246-840-750 through 246-840-790 . WAC 246-840-770 - Approval of substance use monitoring programs WAC 246-840-780 - Conditions for participants entering the approved substance use monitoring program. WAC 246-840-790 - Substance use disorder monitoring stipend program		
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:	W46.02 – November 4, 2022 W46.01 – March 8, 2019 W16.01 – January 8, 2016		
Approved:			
	Dawn Morrell, BSN, RN Chair Washington State Board of Nursing (WABON)		

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 graduation application that includes their personal recovery plan.
- 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 Washington State Board of Nursing (WABON) responsibilities

- A. The WHPS case manager 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 graduation from the program.
 - 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 WABON compliance officer of the pending graduation date. The compliance officer prepares the graduation packet for SUDRP review.
- C. If SUDRP agrees the nurse met the graduation requirements and is in the program because of discipline, WHPS notifies the nurse that their graduation has been approved and ends monitoring on their graduation date.
- D. WHPS includes a program exit survey and mentoring program information 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 the information in the annual report.
 - 3. WHPS will consider the results to improve business practices when appropriate.
- E. Upon the nurse's graduation from the program, WHPS and WABON will:
 - 1. Notify the work site monitor (WSM) and peer support group (PSG) facilitator.
 - 2. Send a letter and certificate of completion to the nurse.
 - 3. Remove the 'yes' indicator and associated documents for SUD-related discipline from the DOH Provider Credential Search website.
- F. The WHPS case manager will document graduation status in the electronic monitoring record.