


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

Title:	Performance Reports and Procedure Review	Number:	W49.02
Reference:	RCW 18.130.160 RCW 18.130.175 WAC 246-840-750 through 246-840-780		
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Approved:	 Yvonne Strader, BSN, BSPA, MHA, RN Chair Washington State Board of Nursing		

PURPOSE:

The Washington Health Professional Services (WHPS) staff are responsible for the collection of program data and performance measures necessary for the comprehensive, quality evaluation of the effectiveness of the WHPS program and services provided. WHPS staff uses this data for analytic review of current performance trends, identifying business needs, supporting data-driven decisions, and improving business operations.

WHPS staff presents monthly and annual reports to the Washington State Board of Nursing (WABON). WHPS staff annually reviews WHPS procedures and makes recommendations to WABON for change to remain consistent with industry best practices.

PROCEDURE:

- I. Monthly Reports
 - A. WHPS reports monthly to the Disciplinary Subcommittee.
 - B. The monthly report includes:

1. Program participation enrollment.
2. Licensure type (Nurse Technician, LPN, RN, ARNP, CRNA).
3. Participation type (case-in-development, monitoring, closure).
4. Admission type (voluntary, in lieu of discipline, disciplinary).
5. Discharge type (successful completion/graduation, not appropriate, offered/refused, voluntary withdrawal).
6. Outreach and educational activities.
7. Nurse compliance reports and actions taken.
8. Drug testing measures (missed check-ins, missed tests, dilute/abnormal samples, out-of-temperature range samples, substituted/adulterated samples).
9. WABON-approved performance measures.

II. Annual Report

- A. WHPS staff provides an annual report to WABON at the March business meeting. The report includes program performance data from the previous calendar year.
- B. The comprehensive operating report includes recommended information from the National Council of State Board of Nursing *Substance Use Disorder in Nursing Resource Manual and Guidelines* (2011).
 1. Length of time to determine eligibility for participation.
 2. Length of time from when the program receives the referral to the execution of the agreement.
 3. Number and types of referrals.
 4. Number of nurses participating (new and existing nurses).
 5. Return to work rates and timelines for new and existing nurses.
 6. Success rates (number of nurses who successfully completed the program).
 7. Relapse rate/numbers.
 8. Number of nurses removed from practice and reasons for removal.
 9. Recidivism rates for completers.
 10. Case manager's caseloads.
 11. Internal quality assurance frequency and findings.
 12. Responses of case managers to non-compliance and relapse issues.
 13. Confirmation that required documents can be tracked and verified.
 14. External audit findings of performance.
 15. Legal or financial components as directed by WABON, including money awarded through the stipend program beginning in 2024.
 16. Number of nurses who are receiving stipend funds.
 17. Results of annual procedure review with WABON.
 18. Policy recommendations to WABON.
 19. Education outreach plans and reports.
 20. Program direction to assure that decisions are congruent with current research, knowledge, best practices and compliance with legislative and WABON directives.
 21. Annual summary of performance measures.
 22. Annual summary of the Substance Use and Disorder Review Panel (SUDRP) actions.

III. Internal Audits

- A. WABON has established performance, quality, and nurse compliance metrics that WHPS continuously tracks and regularly reports to WABON.

- B. WHPS staff are responsible for a random selection and monthly audit of 30 nurse files for review. WHPS staff will submit the audit outcomes to the Discipline Subcommittee for review and inclusion in the WABON business meeting packet.
- C. WHPS staff are responsible for responding to and participating in disciplinary program, division, and department audits upon request.

IV. Procedure Review

- A. WHPS staff will compare current best practices and policies with current WHPS procedures.
- B. WHPS staff will present recommended revisions to the Disciplinary Subcommittee for consideration.
- C. The Disciplinary Subcommittee will review and discuss recommendations and bring their recommendations to WABON for discussion and possible adoption.