NURSE EDUCATOR NURSING PLAN OF CARE (NPOC)

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
MEDICAL SERVICES DIVISION
SFN 577 (Rev. 9-2016)

Clear Fields

The purpose of a Nurse Educator is to provide nursing assessment, care planning, delegation/ training, and periodic review of client care needs. The licensed nurse is required to participate in the development of a plan of care for clients who require assistance with maintenance of routine nursing tasks. Other requirements include following established protocol for reporting incidents to the Department.

Nurse instruction is provided by a licensed nurse enrolled with the Department as a Qualified Service Provider (QSP) to provide Nurse Education. Both Agency and Individual Nurse Educator QSPs are required to identify a backup plan or provider in the event they are not able to provide services.

The Nurse Educator must complete a nursing plan of care (NPOC) and the NPOC must be completed every six months. Nurse Educator activities must be delivered in accordance with this NPOC. The completed NPOC must be provided to the Home and Community Based Services (HCBS) Case Manager. The NPOC and the Individual Care Plan (ICP) completed by the HCBS Case Manager must be approved by the Program Administrator for Extended Personal Care Services prior to the implementation or continuation of services. The HCBS Case Manager provides the Nurse Educator with an Authorization to Provide Services SFN 1699. This document authorizes the provision of Nurse Educator services and authorizes units for the provision of that service. Extended Personal Care Services (EPCS) are provided by an individual enrolled with the Department as a QSP to provide Extended Personal Care. The purpose of the Nurse Educator is to provide training on tasks that are nursing or medical in nature and specific to the needs of an eligible individual. Services may include skilled or nursing care to the extent permitted by state law that will maintain the health and well-being of the individual and will allow the individual to remain in the community. These are services that an individual without a functional disability would customarily and personally perform without the assistance of a licensed health care provider, such as catheter irrigation, administration of medications, or wound care. Activities of daily living and instrumental activities of daily living are not part of this service.

Nursing Education is provided to the EPCS Provider (QSP) and must be provided in the presence of a client who is competent to make their own decisions, or their legal representative.

The Nurse Educator is responsible for ongoing monitoring of medication or specific treatment regimens by reviewing if any changes occur or with the NPOC completed every 6 months.

The Nurse Educator will review and identify any potentially harmful practices (e.g., the concurrent use of contraindicated medications) and the method (s) for following up on potentially harmful practices. Any potentially harmful practices will be reported to the State Department of Human Services HCBS. The HCBS will be responsible for follow-up and oversight.

The Nurse Educator must report the HCBS Case Manager and Department of Human Services HCBS.

1. Incidents that result in client injuries or require medical care to the HCBS Case Manager immediately.
2. Incidents of abuse , neglect, exploitation
3. Any medication error or omission or specific treatment regimens, which resulted in one of the following:
    - Imminent danger to the health, safety or security of the waiver recipient;
    - Potential for jeopardizing the waiver recipients health safety or security if left uncorrected;
    - Hospitalization of the recipient;
    - Sentinel event i.e. death.

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A report will be filed with the State HCBS Medicaid Department. The report must be filed within 5 days of the incident and a written plan by the Nurse Educator and HCBS Case Manager will be provided to abate or eliminate future medication error or omission or treatment regimens, to include the practices or conditions that resulted in the incident.

The Nurse Educator is required to maintain records related to: (1) the instruction for the trained and delegated tasks, (2) monitoring and supervision of trained/delegated tasks, and instructions for the EPCS Provider on how to contact the Nurse Educator for additional training prior to administering any new medication or treatment and (3) incidents that result in client injury or require medical care (4) the results of the monitoring and reassessment contacts with the client.

Copies of the records must be provided to the HCBS Case Manager.

The Nurse Educator must provide written documentation to the Department that shows he or she has provided instructions to the EPCS Provider that outlines the types of situations that are considered reportable incidents. The incident plan must be updated annually and a copy sent to the clients HCBS Case Manager. EPCS providers must report incidents that result in client injury or require medical care to the HCBS Case Manager and Nurse Educator immediately. If the HCBS Case Manager and Nurse Educator determine that the incident is indicative of abuse, neglect, or exploitation, the HCBS Case Manager must immediately report the incident to the Department.

The Nurse Educator must notify the HCBS Case Manager if the client is not home at the scheduled time for service, there is an observed change in the clients physical, cognitive, emotional, or environmental condition, there is a change in the amount or type of service that may be needed by the client, or if the client appears to be the victim of abuse or exploitation.

Documentation Requirements:

- NPOC must be approved initially and every 6 months by the Department.
- Incident Report Plan must be approved initially and annually by the Department.
- Copies of all other documentation must be provided by the HCBS Case Manager.

Sample documentation forms are provided in the QSP packet and may be used at your discretion.

The Nurse Educator will act in accordance with North Dakota Century Code Chapter 43.12.1, *Nurse Practices Act*, and associated administrative rules, Title 54 of North Dakota Administrative Code.

I have read and understand this information and agree to comply with all requirements.

Nurse Educator Signature	Date
License Number	Provider Number

If applicable:

Agency Name	Provider Number