

Qualification for Subcontracting Nursing Consultant Agencies

Definitions:

Qualified nurse consulting agency: An agency or organization that meets specific criteria as a prerequisite to providing nursing services to an individual or group of individuals with intellectual disabilities.

Qualified provider: An agency, organization or individual practitioner that meets specific criteria as a prerequisite to providing support services to an individual or group of individuals with intellectual disabilities.

Minimum Criteria for Qualified nurse consulting agency:

1. The qualified provider shall only subcontract with nursing agencies that are deemed qualified nurse consulting agencies by DDS.
2. Qualified nurse consulting agency shall comply with all applicable federal and state regulations.
3. Qualified nurse consulting agency shall protect the confidentiality of the individual and family's information.
4. DDS requires that qualified nurse consulting agencies employ only RNs and LPNs who have who hold an active license in the state of CT.
 - a. If the RN has less than 1-year of IDD nursing experience, then the RN shall work under direct supervision of an experienced RN to collaborate with as a nurse mentor for a minimum of 1- year.
 - b. All LPN's will work under the direct supervision of an RN who has at least 1-year of licensed nursing experience
5. The Qualified nurse consulting agency may employ a graduate nurse who has not yet passed the boards under the direct supervision of a nurse preceptor. In the event the consulting agency hires a graduate nurse (GN), there must be a plan in place to help support the transition from student to professional nurse (i.e., nurse residency program). This would involve 1:1 preceptorship with a registered nurse for up to 90 days. During the first 45 days the graduate nurse may not be assigned a caseload. Once the initial 45 days preceptorship period is complete, and it is determined that the GN can handle a modified

caseload, then the GN may be assigned a caseload at no more than 50% of the usual RN assignment based on level of acuity with monthly documented oversight and evaluation for the remaining 45 days. Graduate Nurses are expected to pass their licensure exam within this 90-day period in order to continue employment.

1. CT temporary practice of graduate nurses reference-

https://www.cga.ct.gov/current/pub/Chap_378.htm

GN statues-

**[https://www.cga.ct.gov/current/pub/Chap_378.htm#
sec_20-101](https://www.cga.ct.gov/current/pub/Chap_378.htm#sec_20-101)**

6. Qualified nurse consulting agency shall have a process to verify that the nurses maintain a valid RN/LPN license for the duration of their employment. DDS can request verification of nurse' license credentials.
7. Qualified nurse consulting agency will refer their employees to the Department of Public Health whenever there are significant concerns regarding a nurse's performance. The qualified nurse consulting agency will notify the DDS Director of Health & Clinical Services at the time of such referral and include a plan of oversight or correction to address the concerns.
8. Qualified nurse consulting agency and qualified provider agency shall assign a nurse supervisor or RN designee to review nursing performance through a quality assurance process to include an internal random audit of the medical/nursing documentation completed by the nurse or trained designee. A summary of the audit will be submitted to the qualified provider for review and necessary action steps.
9. The qualified nurse consulting agency shall ensure that there is an evaluation process for all RN and LPN's.
10. Qualified nurse consulting agency will require all nurses they employ to attend the DDS Nurse Orientation within 90 days of hire. The DDS Nurse Orientation is a one-time 2-day training for all new nurses and nurses who have not previously attended the orientation course. The RN attends both days and the LPN attends only the first day (RN – 2-day course LPN – 1-day course). The training is offered every other month.
11. Qualified nurse consulting agency shall ensure that all employees including nurses have annual training including, but not limited to Abuse and Neglect, Sexual Harassment,

American with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), Safe swallowing, Occupational Safety and Health Administration (OSHA) / universal precautions. Qualified nurse consulting agency shall retain all records of trainings and shall be available upon request.

12. Qualified nurse consulting agency will comply with the DDS Quality Job Performance (QJP) standards for RNs and LPNs for nursing responsibilities and expectations (see attached).
13. Qualified nurse consulting agency agrees that nurses will attend the DDS Statewide Nurses' Meetings.
14. Qualified nurse consulting agency understands and shall follow all applicable DDS policies and procedures. It is the responsibility of the qualified nurse consulting agency to develop systems to comply with applicable DDS policies and procedures.
15. Qualified nurse consulting agency will work with qualified providers to submit all requested documentation from the official record when a death occurs. The electronic and paper records will need to be secured.
16. Qualified nurse consulting agency agrees that the nurse (nurse supervisor or covering nurse) shall participate in the DDS Regional Mortality Review and Reporting Policy and Procedures process upon the death of an individual assigned to their caseload. Participation in this process includes but is not limited to completing a detailed nursing summary, providing the requested nursing/medical and nursing delegation or training documents or electronic records to the Regional Mortality Review Committee (RMRC). The individual's medical records shall be made available to the qualified nurse consulting agency by the qualified provider for the purpose of participating in the mortality review process. The qualified provider has the ultimate responsibility for ensuring all necessary documentation is provided.
17. Qualified nurse consulting agency shall follow the Abuse and Neglect Policy and Procedures of the Department and agrees to participate in all investigations as requested by the Department. All staff are mandated reports of abuse and/or neglect. Qualified nurse consulting agency and qualified providers are required to participate and fully cooperate with investigators during the course of all abuse/neglect investigations.
18. Qualified nurse consulting agency agrees that an RN will review the statement of deficiency as a result of a licensing review. The RN will respond to any nursing/health related citation

with a plan of correction pertaining to all nursing/health-related in the residential facility's licensing Plan of Corrections.

19. Qualified nurse consulting agency agrees to complete all nursing documentation consistent with the Outline of Nursing Responsibilities for Qualified Private Providers Subcontracting for Nursing Support. (see attached)
20. Qualified provider will ensure and appropriately assign and maintain manageable nursing caseloads based on acuity levels of the individuals to ensure safe and appropriate nursing/health care as needed. Upon request, the qualified provider shall coordinate and provide DDS with a copy of the nursing rationale for the caseloads.
21. Qualified nurse consulting agency agrees to complete a health and safety assessment form, and a nursing assessment(s) within 30-days of receiving a new individual to the Qualified nurse consulting agency. If an assessment has been completed within the previous 30 days, it would not need to be repeated., Documentation of all assessments will become part of the permanent record. Nursing assessments shall be face-to-face/in-person with the individual(s) as per DDS NS 09.1.
22. Qualified nurse consulting agency shall ensure that individual specific healthcare protocols are in place, direct care staff are trained on health-related protocols, and documentation is current. Qualified providers shall track the training of their own employees.
23. Qualified nurse consulting agency agrees that the delegating RN shall be available for initial Medication certification and recertifications within 7-10 days of receiving notification that an onsite practicum needed. Qualified LPN's can complete recertifications per DDS policies. It is the responsibility of the non-licensed employee and the agency's Med Coordinator to provide the nurse with advanced notice of due dates for onsite practicums. The covering RN may be responsible for completing onsite practicums in the extended absence of the delegating nurse (i.e. vacation or leave of absence).
24. Qualified nurse consulting agency agrees that if a medication error occurs the delegating RN will retrain med admin certified staff, document, and track medication error history. Authorized LPNs are allowed to retrain on a Medication Error where the Certified non licensed staff has been previously re-trained on the same Med Error. Qualified provider agencies should be tracking med errors on their employees.

25. Qualified nurse consulting agency will develop and implement a process for all assigned nurses to observe and report all changes which affect the health and safety of the individual to the Planning and Support Team (PST) of the individual as well as the key people within the qualified provider agency.
26. Qualified nurse consulting agency along with the qualified provider will develop a communications protocol that ensures the residential staff can provide the assigned nurse with necessary medical information and details of any observed change of conditions. The protocol shall include a verification process acknowledging that the assigned nurse has received the information.
27. Qualified nurse consulting agency agrees to communicate necessary information between the on- call nurse and team nurse in a timely manner, as needed.
- 28. Qualified nurse consulting agency will publish an On-Call Nurses and Emergency Contact procedure and on call list and distribute to the administration and programs of the qualified provider as well as the Regional Health Services Director (RHSD). An updated list of the contact information for all On- Call Nurses and Emergency Contacts shall be accessible to DDS at all times.
29. Qualified nurse consulting agency agrees that the RN shall respond to the appropriate staff within 15- 30 minutes of a call to the on-call nurse.
30. Qualified nurse consulting agency shall implement a transition process to transfer medical information from the outgoing and incoming nurses. The process shall include direct contact between the two nurses and shall make every attempt to provide a face-to-face hand off.
31. The qualified nurse consulting agency will provide the Qualified Provider with documentation, as required, in the assurance agreement between the Qualified Provider and the Operations Center (OPS).

Additional Resources:

https://portal.ct.gov/-/media/DDS/Operations_Center/2018/Operation_Center_Memo_FY2018-07_Subcontracting_Services.pdf

https://portal.ct.gov/-/media/DDS/Health/memos/Outline_of_Nursing_Responsibilities.pdf

<https://portal.ct.gov/DPH/Public-Health-Hearing-Office/Board-of-Examiners-for-Nursing/Board-of-Examiners-for-Nursing>

<https://portal.ct.gov/DDS/LegislativeAffairs/Legislative-Affairs/DDS-Administration-of-Medications->

Regulations:

Attachment A – QJPS LPN Revised 11-09-09.doc

Attachment B – QJPS RN Revised 11-09-09.doc

