

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



| PROCEDURE | |
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| Subject: DDS Online Nurse Competency Training | Procedure No.: 2014-DDA-PR22 |
| Responsible Program or Office: Developmental Disabilities Administration | Effective Date: December 1, 2014 |
| | Number of Pages: 3 |
| Date of Approval by Director: November 21, 2014 | Expiration Date: N/A |
| Cross Reference, Related Policies and Procedures, and Related Documents: Imposition of Sanctions Policy and Procedures | |

1. PURPOSE

To provide a comprehensive online nurse training curriculum and on-site assessment of select nursing practices that promotes quality and competent nursing practices for people with intellectual and developmental disabilities (“I/DD”) that are compliant with Department on Disability Services (“DDS”) Developmental Disabilities Administration (“DDA”) Health and Wellness Standards and the American Nursing Association’s Standards of Practice for I/ DD Nursing; and to create a centralized database of all Registered Nurses (RNs) employed within the Developmental Disabilities Administration (“DDA”) service delivery system.

2. APPLICABILITY

This policy shall apply to the DDS Health and Wellness Unit and all providers within the DDA service delivery system.

3. PROCEDURES

A. Database of RNs

1. The DDS/DDA Health and Wellness Supervisory Community Health Nurse, or his or her designee, is responsible for creating and keeping current a database of all RNs working within the DDA service delivery system.

2. Within thirty (30) calendar days of the effective date of this procedure, all current providers shall notify the DDS/DDA Health and Wellness Supervisory Community Health Nurse of the RNs who work within their agency and who have been hired within the past six (6) months. Notification shall include the RN's name and license number.
3. Providers shall notify the DDS/DDA Health and Wellness Supervisory Community Health Nurse of all new RNs within two weeks of employment. Notification shall include the RN's name and license number and date of hire.

B. Competency-Based Training for Newly-Employed RNs

1. Upon notification of a newly-employed RN, the DDS/DDA Health and Wellness Supervisory Community Health Nurse shall assign an RN from the Health and Wellness Unit to the new RN employee.
2. The Health and Wellness Unit RN shall make contact with the new RN employee to ensure knowledge of and access to the DDS/DDA Health and Wellness standards and the DDS Online Nurse Competency Training modules.
3. Within fourteen (14) calendar days of employment, the new RN shall complete the four (4) online nurse competency training modules and notify the assigned Health and Wellness Unit RN of their completion.
4. Upon completion of the online modules, the training system notifies DDA Health Initiative at Georgetown University. Within three (3) business days of notification of training completion, the Georgetown University nursing educator will schedule the onsite observation and evaluation of a completed Health Care Management Plan ("HCMP") by the Georgetown University nurse educator.
5. The DDA Health Initiative shall work collaboratively with the newly-employed RN to schedule and complete the competency assessment and other required post-testing within thirty (30) calendar days of completion of the four (4) modules. The Georgetown University nurse educator will continue to work with the new RN until all competency assessments have been successfully completed.
6. The DDA Health Initiative shall notify the RN, DDA provider agency, and DDS/DDA Supervisory Community Health Nurse when the new RN has successfully completed the nursing assessment and HCMP evaluation.
7. If necessary, the Georgetown University nurse educator will notify the DDS/DDA Health and Wellness Supervisory Community Health Nurse and

the assigned DDA Health and Wellness Unit RN of any ongoing technical assistance that would benefit the new RN.

C. Training to Address Deficient Nursing Practice

1. The DDS Quality Management Division, the DDA Service Planning and Coordination Division and other units within DDA shall immediately notify the DDS/DDA Health and Wellness Supervisory Community Health Nurse of any findings specific to deficient nursing practices in provider organizations. Notification shall include all supporting documentation detailing the nature and scope of the findings.
2. Upon notification, the DDS/DDA Health and Wellness Supervisory Community Health Nurse shall instruct the DDA Health and Wellness Unit RN assigned to the program to provide technical assistance, training and other support as needed to correct the cited deficiencies.
3. The DDA Health and Wellness Unit RN shall maintain a record of all work performed.

