GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: Nurse Competency Training
Responsible Program or Office: Developmental Disabilities Administration	Policy Number: 2014-DDA-POL0014
Date of Approval by the Director: November 21, 2014	Number of Pages: 3
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Cross References, Related Policies and Procedures, and Related Documents: Imposition of Sanctions Policy and Procedures	

1. PURPOSE

The purpose of this policy is to establish the standards and guidelines by which the Department on Disability Services' ("DDS") shall offer competency based training, evaluation and technical assistance for Registered Nurses ("RNs") who work for providers within the Developmental Disabilities Administration ("DDA") service delivery system, and for RNs within the DDS/DDA Health and Wellness Unit, to ensure quality nursing oversight and care for people supported by DDA. This policy also establishes a centralized database of all provider RN personnel.

2. APPLICABILITY

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

3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*).

4. POLICY

It is the policy of DDS to:

A. Provide high level competency-based training for DDA RNs and provider RNs who provide care and oversight for people with intellectual and developmental disabilities ("I/DD") who are supported by DDA, to ensure that both are knowledgeable of applicable nursing standards and are competent to successfully carryout their assigned responsibilities;

B. Offer a continuous system of training and technical assistance for provider RNs; and

C. Establish and maintain a centralized database of all RN personnel within the DDA provider network.

5. RESPONSIBILITIES

The responsibility for this policy is vested in DDS/DDA's Health and Wellness Unit.

6. STANDARDS

A. The DDA Health Initiative at the Georgetown University's Center for Child and Human Development ("DDA Health Initiative"), or any successor entity approved by DDS/DDA, shall develop and offer DDS Online Nurse Competency Training, which include four modules: Introduction to I/DD Nursing; Scopes and Standards of Practice; DDA's Health and Wellness Standards; and The Nursing Assessment and Development of the Health Care Management Plan ("HCMP").

B. Following the completion of all four of the DDS Online Nurse Competency Training modules, provider RNs shall further demonstrate their competency in the above subject areas through on-site observation of a Nursing Assessment and evaluation of the completion of an HCMP.

C. The DDS Online Nurse Competency Training and on-site observation and evaluation of a completed HCMP shall be mandatory for RNs newly employed by provider organizations in the DDA service delivery system who provide residential or day supports for people with I/DD. The DDS Online Nurse Competency Training shall also be mandatory for RNs newly employed by the DDS/DDA Health and Wellness Unit. RNs newly employed by DDS providers or the DDS/DDA Health and Wellness Unit shall successfully complete the entire competency process within six (6) weeks of employment (i.e. complete the online nurse competency training within two (2) weeks of employment and upon completion of the online portion, complete the observation and review of HCMP within 30 calendar days).

D. The DDS Online Nurse Competency Training and on-site observation and evaluation of a completed HCMP may also be mandated for RNs in provider organizations where deficient nursing practice has been identified, for example, through monitoring, incident

investigations, and provider certification reviews.

E. The DDS Online Nurse Competency Training is available for all other RNs within the DDA service delivery system and is strongly encouraged. The on-site observation of a Nursing Assessment and evaluation of a completed HCMP will be made available for all other RNs by appointment.

F. The DDA Health Initiative shall share information with DDA and the provider organization on RNs who successfully complete the DDS Online Nurse Competency Training, observation of a Nursing Assessment, and evaluation of a completed HCMP.

G. The DDS/DDA Health and Wellness Unit shall be responsible for providing technical assistance to newly-employed RNs until they are proficient in meeting the DDA Health and Wellness Standards.

H. The DDS/DDA Health and Wellness Unit shall be responsible for establishing and maintaining a comprehensive database of all RNs employed by DDS providers and those employed by the DDS/DDA Health and Wellness Unit.

I. DDS may sanction providers who do not comply with the requirements of this policy and its related procedures.

Laura L Nuss

Laura L. Nuss, Director

11/21/2014

Approval Date