

Nurse Request Guideline

The PRN office frequently gets asked when a client should make a request to the PRN office. Requests often include, but are not limited to: return to work, support for a restricted active license (formerly limited licensure), decrease in program requirements and work restriction removal.

A lot of times the timeline for these requests to be lifted/changed is done over individual correspondence between the participant and their Compliance Monitor. In an effort to make communication between the PRN office and the participants more consistent we have put together a Request Guideline. The purpose of this guideline is to help make the process and expectations of requests more clear.

One thing we think will accomplish this is the creation of a request schedule. This will help participants know when they can request a change in their program requirements. The time in between approved requests is 90 days, although sometimes six months between requests is a more realistic time frame to have requests approved. If your request was denied, it is appropriate to make another request in 90 days. *Please note: Return to work and support for restricted active licensure (formerly limited licensure) can be made at 90 days.*

Please keep in mind this schedule is for routine requests (i.e. return to work, support for a restricted active license (formerly limited license), decrease in program requirements and work restriction removal). Special requests can be made at any time. Below you will find the request schedule for routine requests.

REQUEST SCHEDULE: around the first 90 days then every 90 days thereafter. If your request was denied, you may request again (or make a different request) in 90 days.

How to Make a Request

In order to make a request you will need to answer the questions on the Nurse Request Form and submit them to your Compliance Monitor. Feel free to copy these questions into an email or a document (i.e. Word) and write your answers in.

Generally these are our Guidelines when reviewing requests. Exceptions can occur.

- A participant will need to be under contract and in compliance for at least 90 days before PRN will support them for a restricted active license.
- A participant will generally need to wait 90 days in between request approvals and only one request will be approved at a time.
- If you made a request and it was denied, you may try again in 90 days.
- If you made a request and it was approved, you can request another change in 90 days.

- Requests for Restrictive Active licensure (formerly limited license) will be brought to the monthly sub-committee mtgs. with the Board.

Note: Just because you can make a request and are in compliance does not automatically mean your request will be granted. Each individual is different and we take in account the different aspects of each person's case when reviewing requests.

All requests, with the exception of Restrictive Active licensure support requests, are decided upon in house. Restrictive Active support requests must be reviewed during Southworth Associates' and the Board Staffs' monthly meetings. On average it takes about two (2) weeks for a decision to be made.

During the time your request is made and a decision is reached the PRN staff reviews a number of things. These include, but are not limited to, a participant's compliance, input from outside sources involved with the participant (i.e. work monitor, support group facilitator, other providers) and how long a participant has been in the program.

Compliance includes, but is not limited to:

- Consistent check-in to FirstLab to see if a drug screen is required that day
- Providing toxicology samples that are negative & valid (i.e. not dilute)
- Timely completion/submission of reports
- Attendance/participation at required meetings

List of Routine Requests:

Standard Contract Requirements:

- Toxicology testing rate
- Meeting Rates: Mutual Support Group(i.e. 12-step), Sponsor, and Support Group

Work Restrictions:

- Return to work: self-referral. Up to 90 days.
- Limited license: board referral. 90 days.
- Narcotic Access
- Overtime
- Night Shift
- Home Health
- Traveling Nurse
- Rotate shift/Float Unit
- ER
- CCU
- ICU
- Recovery/Delivery Room

Note: Definitions of Work Restrictions can be found in the PRN Participant Handbook.