



What Every NP Needs to Know

documentation to keep on site

CPA Collaborative Practice Agreement

The NP and primary supervising physician must have a CPA, signed/dated by NP and primary supervising physician prior to the performance of any medical acts (21 NCAC 36 .0804(4)). The CPA must address the following elements:

- describe how the NP and the primary supervising physician are continuously available to each other;
- include drugs, devices, medical treatments, tests, and procedures that may be prescribed, ordered, and performed by the NP; and,
- include a predetermined plan for emergency services.

CPAs are to be reviewed annually. The evidence can either be a signature sheet appended to the CPA signed and dated by the NP and the primary supervising physician, or individual CPAs for each year signed and dated as mentioned. CPA Guidelines can be found at: <https://www.ncbon.com/practice-nurse-practitioner-collaborative-practice-guidelines>

QI Quality Improvement Meetings

The QI Meetings establish the minimum standards for consultation between the nurse practitioner and primary supervising physician(s) (21 NCAC 36 .0810) and are to be completed any time the NP changes or adds a primary supervising physician (monthly for the first six months and every six months thereafter). These meetings are to be documented and signed/dated by the NP and primary supervising physician. Required QI meeting elements are as follows:

- clinical issues discussed (practice relevant clinical issues),
- progress toward improving outcomes, and,
- recommendations (if any) for changes in treatment.

A sample QI documentation form is available for review at: <https://www.ncbon.com/practice-nurse-practitioner-compliance-review-materials>

CE Continuing Education

NPs must obtain 50 contact hours of CEs for each NP renewal cycle (birth month to birth month). Every nurse practitioner who prescribes controlled substances shall complete at least one hour of the total required continuing education (CE) hours annually consisting of CE designed specifically to address controlled substance prescribing practices, signs of the abuse or misuse of controlled substances, and controlled substance prescribing for chronic pain management. See the following link to find out how NP CEs can be obtained: <https://www.ncbon.com/practice-nurse-practitioner-continuing-education-requirements>

CSRS Controlled Substances Reporting System

Every nurse practitioner who prescribes controlled substances shall enroll and utilize the Controlled Substances Reporting System (CSRS) within 30 days after obtaining an initial or renewal approval to practice that confers the authority to prescribe a controlled substance for providing medical care for a patient. For more information regarding the CSRS, please go to the following link: <https://www.ncbon.com/licensure-listing-advanced-practice-registered-nurse-aprn-controlled-substances-reporting-system-csrs>

The above documentation is to be maintained for the previous five calendar years. Failure to have said documentation may result in disciplinary action. NC NP Rules: <https://www.ncbon.com/practice-nurse-practitioner-nurse-practitioner-laws-rules>

Questions? Please email Paulette Hampton, MA - Education & Practice Coordinator, at paulette@ncbon.com.