

# THE NURSE PRACTITIONER SURVIVAL GUIDE



This guide can optimize your success in compliance with nurse practitioner (NP) law and rules.

Always be prepared for an audit by having the following documentation in your NP notebook for up to the past 5 years:

- **NATIONAL CERTIFICATION**

IN ACCORDANCE WITH [21 NCAC 36 .0805](#) AND [21 NCAC 36 .0806 \(A\)\(2\)](#) A NURSE PRACTITIONER SHALL PROVIDE EVIDENCE OF CERTIFICATION OR RECERTIFICATION AS A NURSE PRACTITIONER BY A NATIONAL CREDENTIALING BODY. CERTIFICATION MUST BE MAINTAINED AT ALL TIMES.

- **CONTINUING EDUCATION (CE)**

- **COLLABORATIVE PRACTICE AGREEMENT (CPA)**

- **QUALITY IMPROVEMENT MEETINGS (QI)**

- **CONTROLLED SUBSTANCES REPORTING SYSTEM (CSRS)**

ONLY IF PRESCRIBING CONTROLLED SUBSTANCES.

# CONTINUING EDUCATION

**NP Rule [21 NCAC 36.0807](#)** states to maintain NP approval to practice, the NP shall earn 50 contact hours of continuing education each year beginning with the first \*renewal cycle after initial approval to practice has been granted. At least 20 hours of the required 50 hours must be those hours for which approval has been granted by the American Nurses Credentialing Center (ANCC) or Accreditation Council on Continuing Medical Education (ACCME) or other national credentialing bodies or \*\*practice relevant courses in an institution of higher learning. NPs may choose to obtain formal continuing education credits from the above bodies for the full 50 hours, or they may choose to complete the following activities for all or any part of the 30 hours that do not have to meet the formal criteria.

Included as a part of the annual, total 50 contact hours of CE is the requirement for one contact hour of CE required only for those NPs who prescribe controlled substances. This CE shall address controlled substance prescribing practices, signs of the abuse or misuse of controlled substances, and controlled substance prescribing for chronic pain management.

\*NP Renewal Cycle (birth month to birth month) – Example:

- Birth month: June
- NP Renewal Cycle for 2019-2020 for licensee with the birth month of June: July 1, 2019 – June 30, 2020

\*\*Note: Practice relevant courses in an institution of higher learning

- Only those courses completed during your current NP renewal cycle\*\* (birth month to birth month) can be counted.
- The conversion for credit to contact hours are:
  - One semester credit = 15 contact hours
  - One quarter credit = 7.5 contact hours

For the activities below to count toward the current NP renewal cycle, they must be completed within the current NP renewal cycle (birth month to birth month). Any activity completed outside of the current NP renewal cycle, cannot be applied to the current renewal cycle.



Keep current and previous CE documentation in NP notebook!

**50 CONTACT HOURS ARE REQUIRED FOR NP RENEWAL CYCLE (BIRTH MONTH TO BIRTH MONTH).**

**INCLUDED AS A PART OF THE ANNUAL, TOTAL 50 CONTACT HOURS OF CE IS THE REQUIREMENT FOR ONE CONTACT HOUR OF CE REQUIRED ONLY FOR THOSE NPS WHO PRESCRIBE CONTROLLED SUBSTANCES.**

**CE DOCUMENTATION MUST PROVIDE YOUR NAME AND NUMBER OF CONTACT HOURS OBTAINED.**

**ONLY THOSE CONTACT HOURS OBTAINED DURING THE CURRENT NP RENEWAL CYCLE CAN BE APPLIED TO SAID CYCLE.**

| Activity   | Example   | Acceptable Evidence   |
|--|---|---|
| Five (5) hours - Clinical Presentations  | Designing, developing and conducting an educational presentation or presentations for health professionals totaling a minimum of 5 contact hours  | Dated copy of presentation(s)<br><br>Does not include poster presentations.   |
| Up to 30 Preceptor hours   | Precepting any Interprofessional healthcare student   | Original letter from the program director stating the following:<br>1. Timeframe precepted said student<br>2. Number of hours precepted student |
| Five (5) hours - author on a journal article or book chapter published during renewal year   | Professional journal article (both refereed and non-refereed publications are acceptable)<br>Published book chapter   | Reference for published work<br>copy of title page  |
| Fifteen (15) hours - primary or secondary author of a book published during renewal year   | Author or Editor of published book  | Reference for published work<br>copy of title page  |
| Ten (10) hours – Completion of an Institutional Review Board (IRB) approved research project related to your certification specialty | Completion of an IRB-approved research project for which you were the primary investigator.   | IRB close-out letter  |
| Five (5) hours - Professional volunteer service  | Local, state, national or international health care related organization in which your NP or certification specialty expertise is required. Examples:<br><ul style="list-style-type: none"> <li>• employer, community or profession-specific board of director</li> <li>• committees</li> <li>• task forces</li> <li>• editorial boards</li> <li>• review boards</li> </ul> | Signed/dated attestation from manager or committee chair  |

Initial or recertification in Basic Life Support (BLS) does not count toward NP continuing education credit.

Only *initial* certification in Advanced Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Program (NRP) and instructor certification will count toward NP continuing education credit if one has obtained a certificate with the date completed and number of contact hours provided.

# Anatomy of the Acceptable Contact Hour Certificate

**ECC** Example Certification Corporation

The Example Certification Corporation  
123 Nowhere Street, Suite 245  
LivingLarge, NY 12547  
Certificate of Completion

The certificate must be approved by the Nurses Credentialing Center (ANCC) or Accreditation Council on Continuing Medical Education

**Why Nurse Practitioners Are Awesome:  
NPs and the Clinical Setting**

Must be a practice relevant contact hour course

JANE DOE, MSN, FNP-BC, RN

The NP must have his or her name on the certificate

has successfully completed the offering listed and has been awarded 5 contact hours on 11/2/2015.

Contact hours must be listed as well as the date the course was completed

The certificate must be approved by the Nurses Credentialing Center (ANCC) or Accreditation Council on Continuing Medical Education (ACCME) or other national credentialing bodies for a specific amount of contact hours (in this case 5).

The approval language would be stated on the certificate

# COLLABORATIVE PRACTICE AGREEMENT

NP RULE 21 NCAC 36 .0810

- Is the current CPA document signed and dated by the NP **and** the primary supervising physician?
- If you have been in this specific approval longer than 1 year, have you evidence of annual reviews of the CPA document? 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.
- Does your CPA describe how the NP **and** the primary supervising physician are continuously available to each other?
- Does your CPA include drugs, devices, medical treatments, tests, and procedures that may be prescribed, ordered, and performed by the NP?
- Does your CPA include a predetermined plan for emergency services?



Keep signed/dated initial and annually reviewed CPAs in NP notebook!

**CPA MUST BE REVIEWED, SIGNED, AND DATED BY NP AND PRIMARY SUPERVISING PHYSICIAN ANNUALLY**

**CPA MUST INCLUDE**

- **Drugs**
- **Devices**
- **Medical treatments**
- **Tests**
- **Procedures**
- **Pre-determined plan for emergency services**
- **How the NP and primary supervising physician are continuously available to each other**

THE FOLLOWING IS ONLY AN EXAMPLE OF A CPA.

BY NO MEANS SHOULD THIS DOCUMENT BE USED AS IS.

YOU AND YOUR PRIMARY SUPERVISING PHYSICIAN MUST DESIGN A CPA SPECIFIC TO YOUR EDUCATION, CERTIFICATION, AND PRACTICE.

## EXAMPLE— Collaborative Practice Agreement

This is a collaborative practice agreement between \_\_\_\_\_, **RN, MSN, ANP-BC** and \_\_\_\_\_, **MD**.

### I. Demographic Information

Name: \_\_\_\_\_ **RN, MSN, ANP-BC**

N.C. NP Approval Number: \_\_\_\_\_

Primary Supervising Physician: \_\_\_\_\_, **MD**

Office Practice Site:

#### Setting

The NP will function within the following facilities:

#### Scope of Practice

1. As a certified adult nurse practitioner (ANP-BC), \_\_\_\_\_ will provide acute care services and chronic disease management to clients admitted under the care of \_\_\_\_\_, **MD** at the above listed facilities.

2. Clients that the NP will see will range in age from 14-100.

3. The most common clinical problems noted at the LTC facilities include pneumonia, urinary tract infections, depression, hypertension, and diabetes, etc. Management of clients will be handled in the following manner: Upon admission to the LTC facility, a complete review of the medical record, including computerized documents from hospitalizations and discharge summaries, will be performed. Admission orders will be verified and/or written, based on information provided within the dictated discharge summary from the referring service and/or information contained within the medical record, in combination with the NP's assessment of their ongoing medical needs. Clarification of appropriate orders or documented history, if needed, will be obtained from the referring service by telephone contact. Therapy regimens will be developed after initial assessment by PT/OT.

Look for the words in red font! They indicate the elements required in a CPA.

- Drugs
- Devices
- Medical treatments
- Tests
- Procedures
- Pre-determined plan for emergency services
- How the NP and primary are continuously available to each other

## NP/Primary Supervising Physician Availability

The NP and the supervising physician will:

1. Collaborate in regards to care of the clients under our care at the listed LTC facilities.
2. The NP will consult with her primary supervising physician and/or backup supervising physician in any situation in which she feels uncertain regarding management of any client problem or concern.
3. The primary supervising physician will evaluate care given by the NP by reviewing notes written by the NP and reviewing client cases as needed.
4. Both parties will communicate continuously by direct communication or telecommunication.

In the event the supervising physician is unavailable, these standards will apply to the backup supervising physician with whom the NP is working.

### Special Clients

The following clients will only be seen by the primary supervising physician or backup supervising physician, or by the NP in direct consultation with the primary supervising physician:

Any client who has a life threatening change in their medical status: severe hypo/hypertension, hypoglycemia, chest pain, severe hypoxia minimally or unresponsive to oxygen therapy, projectile emesis, fever >102 degrees.

### Emergency Services

If a client's status deteriorates to a point where the offending problem can not be safely managed within the LTC facility, the NP will proceed to arrange for the client to be transferred back to acute inpatient care. In the event of cardiac or respiratory arrest, the NP will notify the primary supervising physician or backup supervising physician and adhere to the policy of the LTC facility.

### Prescribing Authority

\_\_\_\_\_, RN, MSN, ANP-BC will be authorized to prescribe drugs as follows:

**Drugs that may be prescribed** must be included in the protocols approved by the NP and primary supervising physician.

Controlled substances (Schedules II, IIN, III, IIIN, IV, V) may be prescribed or ordered as written in the written protocols as long as the following are met:

DEA number must be included on each controlled substance prescription.

Dosage units for Schedule II, IIN, III, and IIIN are limited to a thirty day supply. No refills are allowed on Schedule II, IIN.

Look for the words in red font!  
They indicate the elements required in a CPA.

- Drugs
- Devices
- Medical treatments
- Tests
- Procedures
- Pre-determined plan for emergency services
- How the NP and primary are continuously available to each other

The **drug** categories that may be prescribed/ordered include: hypoglycemics/insulin, antiseizure, antihypertensives, antihistamines, antipsychotics, antidepressants, antibiotics.

The **devices** that may be ordered/prescribed include: DVAC therapy, OT supplies (reacher, sock aide, shoe horn,

The **tests** that may be ordered/prescribed include:

The **medical treatments** that may be ordered/prescribed include:

The **procedures** that may be ordered/prescribed include:

Look for the words in red font!  
They indicate the elements required in a CPA.

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It is recognized that no collaborative practice agreement can effectively cover every clinical situation. Therefore, the collaborative practice agreement is not intended to be a substitute for the exercise of professional judgment by the NP. There are situations involving client care, both common and unusual that require the individualized exercise of the NP's clinical judgment.

#### Documentation Requirements

This collaborative practice agreement **must be reviewed at least annually and acknowledged by a signed dated sheet.** This signed and dated CPA must be kept at the practice site.

#### Approval Statement

We, the undersigned, agree to the terms of this collaborative practice agreement as set forth in this document.

Primary Supervising Physician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nurse Practitioner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# QUALITY IMPROVEMENT MEETINGS

NP RULE 21 NCAC 36 .0810(4) & (5)

- Have you provided copies of your documented QI meetings between the NP **and** the supervising physician that are to be held every month for the first six months of your collaborative practice agreement?
- Do your documented QI meetings address clinical problem(s) discussed; progress toward improving outcomes; and recommendations, if any, for changes to treatment?
- Are these documented QI meetings signed and dated by those who attended, the NP **and** the primary supervising physician?



Keep all signed/dated  
QI Meetings in  
NP notebook!

## **WHEN YOU ADD OR CHANGE PRIMARY SUPERVISING PHYSICIANS, YOU MUST HOLD AND DOCUMENT QI MEETINGS AS FOLLOWS:**

- **Monthly for the first six months**
- **Every six months thereafter**

## **QI MEETING DOCUMENTATION MUST INCLUDE:**

- **Discussion of clinical problems (practice relevant)**
- **Progress toward outcomes**
- **Recommendations, if any, for changes in treatment**
- **Signatures/dates of NP and primary supervising physician**



NP  
QI Meeting Form  
Template

QUALITY IMPROVEMENT PROCESS – DOCUMENTATION FOR MEETINGS SHALL INCLUDE:

1. CLINICAL ISSUES DISCUSSED (practice relevant clinical issues):
  
  
  
  
  
  
  
  
  
  
2. PROGRESS TOWARD IMPROVING OUTCOMES:
  
  
  
  
  
  
  
  
  
  
3. RECOMMENDATIONS (IF ANY) FOR CHANGES IN TREATMENT PLAN:

SIGNATURE(S) OF THOSE ATTENDED AND DATES:

\_\_\_\_\_  
NP Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Supervising Physician Signature

\_\_\_\_\_  
Date

# **PROOF OF REGISTRATION - CONTROLLED SUBSTANCES REPORTING SYSTEM**

Every NP 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 client.

# Questions?

## North Carolina Board of Nursing

Questions pertaining to elements in this guide, contact:  
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**North Carolina  
Board of Nursing -  
Protect the public by  
regulating the practice  
of nursing**