

APPENDIX - A
STATEMENT OF WORK
DOH CONTRACT N20173
Draft Working Document March 25 2018 Version

IMPORTANT NOTE: All items in bold black are deliverables to be fulfilled.

DELIVERABLE/ GOAL	Due Date	Date Completed	Met Criteria Y/N	Comments
1. Maintain information on the current and projected supply and demand of nurses through the collection and analysis of data [RCW 18.79.202(2)(a)] (a) Maintain information on the current and projected supply and demand of nurses through the collection and analysis of data regarding the nursing workforce, including but not limited to education level, race and ethnicity, employment settings, nursing positions, reasons for leaving the nursing profession, and those leaving Washington state to practice elsewhere. This data collection and analysis must complement other state activities to produce data on the nursing workforce and the central nursing resource center shall work collaboratively with other entities in the data collection to ensure coordination and avoid duplication of efforts;				
1.0 WCN will convene meetings with NCQAC and Center for Health Workforce Studies for a process of data analysis of the MDS data collected through NCSBN e-notify system: a. Provide a list of meeting dates, time, and place b. Provide copies of meeting agendas.	08/1/18			
1.1 WCN in collaboration with NCQAC and Center for Health Workforce Studies will adopt an annual report template for data analysis of the Minimum Data Set (MDS) data collected through NCSBN e-notify system.	09/30/18			
1.2 Provide a written report on the results of a sample survey of registered nurses to include variables based on the Minimum Data Set (MDS). This report is to build upon the WCN's previous snapshots.	10/31/18			
1.3 WCN will provide the first written report of the MDS data collected through NCSBN e-notify.	09/30/19			

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<p>a. Provide a comparison of WCN RN supply sample survey completed in 2018 and make recommendations for improved data collection.</p> <p>b. The report is to identify grant funding as source for funding this work.</p>				
<p>1.4 Provide a report on the results of a pilot demand study of nursing professionals in acute care to include:</p> <ul style="list-style-type: none"> • Methods, outcomes, and challenges • Stakeholder input in the design and outcomes of the study. Summarize communications. • Recommendations on additional demand studies • Identifying grant funding as source for funding this work. 	09/30/18			
<p>1.5. Analyze and provide the second MDS Survey report in the format agreed to by NCQAC.</p>	09/30/20			
<p>2. Identify mechanisms to determine the size of the Washington applicant pool for nursing programs [RCW 18.79.202(2)(b)]</p> <p>(b) Monitor and validate trends in the applicant pool for programs in nursing. The central nursing resource center must work with nursing leaders to identify approaches to address issues arising related to the trends identified, and collect information on other states' approaches to addressing these issues;</p>				
<p>2.1 Convene nursing leaders that represent nursing education, ARNPs, ethnic nurses associations and/or the nursing commission to examine available data of the graduate nursing student population and identify</p>	7/1/18			

Commented [SA1]: Since we haven't done the first analysis, I am concerned about this due date because it's earlier than the 9/30/19 date for the 1st MDS analysis. I would at least keep the same date.

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trends. Report on dates of meeting held and outcomes.				
2.2 Report on findings and recommendations for deliverable 2.1.	9/18			
3. Facilitate partnerships between nursing community and other health care providers [RCW 18.79.202(2)(c)] (c) Facilitate partnerships between the nursing community and other health care providers, licensing authority, business and industry, consumers, legislators, and educators to achieve policy consensus, promote diversity within the profession, and enhance nursing career mobility and nursing leadership development;				
3.1 Develop a stakeholder education plan for Action Now! strategic priorities. Include timeline and activities for outreach to policy makers and key stakeholders in health and education.	09/30/18			
3.2 Develop a Social Determinants of Health at the Point of Care Tool Kit.	12/31/19			
3.3 Report on a convening of nurses serving on boards and similar governing bodies	12/31/18			
<ul style="list-style-type: none"> • Create a list of boards and governing bodies that nurses could serve and submit list as a deliverable. • Establish goal for number of nurses to serve on boards and provided in report. • Actively recruit and provide the venue for nurses to know about possible boards and governing bodies to serve. Provide evidence of recruitment of nurses to serve on boards and governing bodies. • Identify potential strategies to support nurses' involvement and provide report on these strategies • Identify leadership development needs of nurses engaged on boards and provide 	9/31/18			
	10/30/18			
	11/30/18			
	12/31/18			

Commented [SA2]: I don't think it's possible to create a list of every board, as we're unable to identify all of them. We do become aware of opportunities as they arise. Plus there is a lense of what is a priority board.

Commented [SA3]: I don't see how we could do this. There is the national goal of 10,000, but I don't know how this relates to WA.

Commented [SA4]: This deliverable would have helped informed the third bullet about "actively recruiting" nurses. So I think this should be accomplished first and omit the goal of actively recruiting nurses until an approach can be firmed up.

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<p>evidence of leadership development strategies to meet these needs</p> <ul style="list-style-type: none"> • Contact the National Nurses on Boards Coalition and submit a report on possible opportunities for coordination and collaboration with this organization 	<p>12/31/18</p> <p>12/31/18</p>			
<p>Provide written strategies for nurses serving on boards and similar governing bodies</p> <ul style="list-style-type: none"> • Develop and provide tools to support nurses on boards, including educational trainings and other tools. Provide at least one training. Develop at least one toolkit for serving on boards. • 	<p>03/31/19</p> <p>09/30/19</p> <p>12/31/19</p>			
<p>4. Evaluate effectiveness of nursing education and articulation among nursing programs [RCW 18.79.202(2)(d)]</p>				
<p>(d) Evaluate the effectiveness of nursing education and articulation among programs to increase access to nursing education and enhance career mobility, especially for populations that are underrepresented in the nursing profession;</p>				
<p>4.1 Revise the Transition to Practice toolkit for acute and non-acute care settings.</p> <ol style="list-style-type: none"> Provide written toolkit and identify grant funding as source for funding this work. 	<p>12/31/2018</p>			
<p>4.2 Co-lead Action Now! for Nursing Education efforts with the NCQAC and CNEWS. Provide a written report on the following activities:</p> <ul style="list-style-type: none"> • Convening NCQAC, CNEWS, WCN as members of the steering committee 	<p>7/1/18</p>			

Commented [SA5]: This deliverable I proposed would achieve the similar goals I think you're trying to achieve above.

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<ul style="list-style-type: none"> • How Action Now! relates to the Master Plan for Nursing Education • Priority goals for the initiative for 2018 and 2019 • Provide accounting for Action Now! activities, including meetings and events • Identify grant funding as source of this work on all written reports and related documents. 				
<p>4.3 Co-lead Action Now! for Nursing Education efforts with the NCQAC and CNEWS. Provide a written report on the following activities:</p> <ul style="list-style-type: none"> • Outreach, convening and education of key stakeholders and policymakers • Policy development to achieve strategic priority goals of Action Now! 	7/1/19			
<p>4.4 Convene leaders in nursing diversity to:</p> <ul style="list-style-type: none"> • Create action plan to increase diversity in nursing, including nursing faculty. • Create and report on specific strategies for implementation 	09/1/18			
<p>4.5 Implement at least five strategies to increase diversity in nursing, including nursing faculty.</p>	06/30/19			
<p>5. Provide consultation, technical assistance, data, and information related to WA state and national nursing resources. [RCW 18.79.202(2)(e)] (e) Provide consultation, technical assistance, data, and information related to Washington state and national nursing resources;</p>				

Commented [SA6]: I am working with a group to identify strategies and saying there are 5 strategies to identify beforehand is premature at this point.

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5.1 Provide a written report on WCN’s activities as a member of the National Education Progression in Nursing Collaborative Leadership team to identify strategies to create a nationwide network to promote academic progression in nursing.	08/31/18			
5.1 Provide a written report on WCN’s activities as a member of the National Education Progression in Nursing Collaborative Leadership team, on the following: <ul style="list-style-type: none"> • How NEPIN can inform academic progression initiatives in Washington state. • How NEPIN informs academic progression in the Action Now! initiative 	3/31/19 3/31/20			
5.2 Report on WCN’s activities in the National Forum of Nursing Workforce Centers, including <ul style="list-style-type: none"> • Activities as a member of the National Forum of Nursing Workforce Centers Board of Directors • Activities of the Forum to strengthen information, data, and analysis on the nursing workforce 	12/31/18 and 12/31/19			
Report on WCN’s activities in the National Forum of Nursing Workforce Centers, including <ul style="list-style-type: none"> • Identifying mutual priority nursing workforce issues between Washington and member Forum states. 	08/1/18 and 08/1/19			

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<ul style="list-style-type: none"> • Work with WA State leaders to examine applicability of strategies related nursing workforce development shared in the Forum to improve workforce development in WA State 				
<p>5.3 Provide annual report to the Department of Health and the Nursing Commission summarizing work of the Center and outcomes.</p>	<p>12/31/2018 and 12/31/19</p>			
<p>5.4 Convene an ARNP Advisory Committee. Develop recommendations and provide written report to NCQAC to increase access to ARNPs in Washington.</p> <ul style="list-style-type: none"> a. Provide list of members on ARNP advisory committee; b. Provide data on identified barriers to increasing ARNPs; and c. Provide a written report to NCQAC that identifies the efforts of other organizations used to increase ARNPs. 	<p>12/31/2018</p>			
<p>5.6 Provide technical assistance to state initiatives organizations on nursing workforce as requested. Examples include the Rural Nursing Distance Learning and Diversity Initiative, the Health Workforce Taskforce of the State Workforce Board, and others. Include in yearly report to the NCQAC.</p>	<p>06/30/18 and 06/30/19</p>			

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<p>5.7 Collaborate with the Council on Nursing Education in Washington State to convene Deans and Directors of nursing programs in the state of WA.</p> <ul style="list-style-type: none"> • Providing staffing for bi-annual CNEWS conference • Provide copies of materials for presentations and trainings on mutual projects and WCN activities to CNEWS members upon request • Provide an updated copy of the CNEWS membership roster • Identify grant funding as source of funding for this work. 	<p>10/31/18 and 4/30/19, 10/31/19 and 4/30/20</p>			
<p>6. Promote strategies to enhance patient safety and quality patient care [RCW 18.79.202(2)(f)] (f) Promote strategies to enhance patient safety and quality patient care including encouraging a safe and healthy workplace environment for nurses; and</p>				
<p>6.1 Report on WCN’s collaboration in the Healthier Washington Initiative to promote quality patient care.</p> <ul style="list-style-type: none"> • Co-lead the Healthier Washington Initiative’s Communities and Equities Accelerator Committee • Collaborate to further nursings’ leadership role in Healthier Washington and goals of health system transformation to improve community health. • Report on WCN involvement to inform policy development in data 	<p>03/31/2018 and 03/31/19</p>			

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<p>disaggregation, family and community supports, and workforce development. Include in NCQAC annual report yearly</p>				
<p>7. Educate the public including students K-12 about opportunities and careers in nursing [RCW 18.79.202(2)(g)] (g) Educate the public including students in K-12 about opportunities and careers in nursing.</p>				
<p>7.1 Create and report on multi-media efforts to promote nursing as a career to k-12 audience on the WCN website and social media a. Provide links or screen shots of social media posts on Facebook and website improvements b. Identify grant funding as source for funding this work.</p>	<p>12/31/18 and 12/31/19</p>			
<p>7.2 Produce a video on a prevalent nursing workforce issue a. Solicit input from nurse leaders regarding focus and key messages for video. b. Provide draft of video or video script to DOH before finalizing. c. Provide a link to the video to NCQAC and identify grant funding as source for funding this video.</p>	<p>06/30/19 and 06/31/20</p>			
<p>7.3 WCN website improvements and use of social media to promote the work of WCN. a. Provide evidence of WCN website and Facebook updates specific to carrying out the work identified in RCW 18.79.202.</p>	<p>06/31/19 and 06/31/20</p>			

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8.0				
Maintain regular communications with DOH/NCQAC.				
8.1 WCN Executive Director or Chair to attend monthly meetings with DOH contract manager.	7/31/18 8/31/18 9/30/18 10/31/18 11/30/18 12/31/18 1/31/19 2/28/19 3/31/19 4/30/19 5/31/19 6/30/19 7/31/19 8/31/19 9/30/19 10/31/19 11/30/19 12/31/19 1/31/20 2/28/20 3/31/20 4/30/20 5/31/20 6/30/20			
8.2	7/31/18			

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WCN representative(s) to attend NCQAC annual strategic planning meeting.	7/31/19			
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