**NURSE-FAMILY PARTNERSHIP REVIEW TOOL**

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| AGENCY: | REVIEWER: |
| ADMINISTRATOR: |  |
| PARTICIPANTS: | |
| DATE(S) OF REVIEW (mm/dd/yyyy):       - | DATE OF REPORT (mm/dd/yyyy): |

| **Criteria for Compliance** | **Compliance** | | **Comments/Documentation/Explanation/Timelines** |
| --- | --- | --- | --- |
|  | **Y** | **N** |  |
| I. NURSING PRACTICE | | | |
| 1. NFP public health nurses (PHNs) use a nursing process that includes assessing, making nursing diagnoses, planning, intervening and evaluating. [OAR 851-045-0030 (2)(m)](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_045.html) *Agency assumes responsibility for knowledge of and compliance with the State Nurse Practice Act of its state, state laws, regulations and licensing requirements pertaining to nursing practice and state laws and regulations pertaining to mandatory reporting.* **NFP Implementation Agreement, Agency Obligations, C. , NFP Contract** [Model Element 11](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. PHNs apply nursing knowledge, critical thinking, and clinical judgment for nursing practice implementation of NFP programs. Activities include: [OAR 851-045-0060 (2)(a)-(e)](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_045.html)  **NFP Implementation Agreement, Agency Obligations, C.** |  |  |  |
| 1. Initial and ongoing assessments |  |  |  |
| 1. Establishment and documentation of nursing diagnostic statements and/or reasoned conclusions which serve as the basis for the plan of care |  |  |  |
| 1. Development of a plan of nursing care |  |  |  |
| 1. Implementation of plan of care |  |  |  |
| 1. Evaluation of client responses to nursing interventions and progress toward desired outcomes |  |  |  |
| 1. NFP PHNs maintain adequate and accurate client records documenting nursing process. [OAR 851-045-0070 (3)](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_045.html) |  |  |  |
| 1. Initial and ongoing NFP PHN nursing assessments reflect the collection of subjective and objective data.  [OAR 851-045-0060 (2)(a)(A)](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_045.html) |  |  |  |
| 1. PHN plan of care identifies priorities and sets realistic and measurable goals. [OAR 851-045-0060 (2)(c)(A)(B)](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_045.html) |  |  |  |
| 1. PHNs implement the plan of care and document nursing interventions and responses to care in an accurate, timely, thorough and clear manner. [OAR 851-045-0060 (2)(d)(A)(B)](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_045.html) |  |  |  |
| II NURSE-FAMILY PARTNERSHIP MODEL ELEMENTS | | | |
| 1. Client participates voluntarily in the Nurse-Family Partnership program. **NFP Contract** [Model Element 1](http://community.nursefamilypartnership.org/Nursing-Practice/PIPE-Materials) |  |  | . |
| 1. Client is a first-time mother. **NFP Contract** [Model Element 2](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Client meets low-income criteria at intake.  **NFP Contract** [Model Element 3](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Client is enrolled in the program early in her pregnancy and receives her first home visit by no later than the end of the 28th week of pregnancy. **NFP Contract** [Model Element 4](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Client is visited one to one, one nurse home visitor to one first-time mother/family. **NFP Contract** [Model Element 5](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Client is visited in her home, as defined by the client, or in a location of the client’s choice. [PE42 (7)(a)](http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Documents/pe/PE42MCAHServices9-2011_FINAL.pdf) **NFP Contract** [Model Element 6](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Client is visited throughout her pregnancy and the first two years of her child’s life in accordance with the standard NFP visit chedule or an alternative visit schedule agreed upon between the client and nurse.. **NFP Contract** [Model Element 7](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. NFP supervisor is a registered professional nurse with a minimum of a bachelor’s degree in nursing and work a minimum of 0.5 in NFP. **NFP Contract** [Model Element 8](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Nurse-Family Partnership services are delivered by public health nurses (PHNs) with a minimum of a bachelor’s degree in nursing or approval for variance is on file from the NFP National Service Office. [PE42 (7)(a)](http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Documents/pe/PE42MCAHServices9-2011_FINAL.pdf), **NFP Contract** [Model Element 8](http://www.nursefamilypartnership.org/communities/model-elements) |  |  | . |
| 1. Number of PHNs and FTEs in program |  |  |  |
| 1. All NFP staff has completed core education sessions required by NFP-NSO. **NFP Contract** [Model Element 9](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. All NFP supervisors attend annual NFP Educational Symposium.  **NFP Contract** [Model Element 9](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. NFP administrator has attended NFP administrator orientation. **NFP Contract** [Model Element 9](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. NFP Nurses use professional knowledge nursing judgment nursing skills, screening tools and assessments, frameworks, guidance and the NFP Visit-to-Visit guidelines to individualize the program to the strengths and risks of each family and apportion time across defined program domains. **NFP Contract** [Model Element 10](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. NFP nurses and supervisors apply nursing theory, nursing process and nursing standards of practice to ehtier clinical practice and the theoretical framework that underpins the program, emphasizing Self-Efficacy, Human Ecology and Attachment theories through current clinical methods. **NFP Contract** [Model Element 11](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Full time nurse home visitor carries a caseload of 25 or more active families. Minimum caseloads are maintained based on nurse FTE. **NFP Contract** [Model Element 12](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. NFP Agencies are required to employ at all times a NFP nurse supervisors. (a) The supervisor is a registered nurse with a license in good standing. (b) The supervisor must possess a Bachelor’s Degree in Nursing and a Master’s degree in Nursing is preferred. Full time is considered 35-40 hour work week. (c) It is expected that a full-time nurse supervisors provides supervision for no more than eight individual nurse home visitors. The minimum time for a nurse supervisors is twenty hours a week with a team of . no more than four individual nurse home visitors regardless of how the agency defines full time.  **NFP Contract** [Model Element 13](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Nurse supervisors provide nurse home visitors clinical supervision with reflection, demonstrate integration of the theories and facilitate professional development essential to the nurse home visitor role through specific supervisory activities including one-to-one clinical supervision, case conferences, team meetings and field supervision. **NFP Contract** [Model Element 14](http://www.nursefamilypartnership.org/communities/model-elements) |  |  | . |
| 1. NFP PHNs have individualized continuing education plans and access to training. |  |  | . |
| 1. Nurse home visitors and nurse supervisors (a) collect data as specified by the Nurse-Family Partnership National Service Office and ensure that it is accurately entered into the NFP data collection system within one week of each client visit, and (b) enter any other data completely and accurately on or before the last day of each calendar month. NFP Implementation Agreement, Exhibit E Agency Responsibilities, VII**. NFP Contract** [Model Element 15](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Data is collected taking all appropriate steps to maintain client confidentiality and obtain any necessary written permissions or agreements for data analysis or disclosure of protected health information, in accordance with HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations, including, but not limited to, authorizations, data use agreements, business associate agreements, as necessary. NFP Implementation Agreement, Exhibit E Agency Responsibilities, VII. **NFP Contract** [Model Element 15](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. Nurse home visitors and nurse supervisors use NFP reports to guide their practice, assess and guide program implementation, inform clinical supervision, enhance program quality and demonstrate program fidelity. **NFP Contract** [NFP Model Element 16](http://www.nursefamilypartnership.org/communities/model-elements) |  |  |  |
| 1. There are current written policies and procedures that support Nurse-Family Partnership implementation. |  |  |  |
| 1. Agency is an organization known in the community for being a successful provider of prevention services to low-income families. **NFP Contract** [Model Element](https://www.nursefamilypartnership.org/about/) 17 |  |  |  |
| 1. Agency convenes a long-term Community Advisory Board (CAB) that meets at least quarterly to implement a community support system for the program and to promote program quality and sustainability. **NFP Contract** NFP [Model Element](https://www.nursefamilypartnership.org/about/) 18 |  |  |  |
| 1. Adequate organizational support and structure shall be in place to support nurse home visitors and nurse supervisors to implement the program with fidelity to the model. Support includes; (a) Physical space, desks, computers, cell phones, filing cabinets, and other infrastructure to carry out the program. (b) A person primarily responsible for key administrative support task for NFP staff is also required. NFP Implementing agencies shall employ at least one 0.5 FTE general administrative staff member per 100 clients to support the nurse home visitors and nurse supervisors. (c) NFP agencies shall designate at least one senior leadership/administrative level person “the NFP administrator” from the organization to dedicate time and attention to NFP implementation and sustainability. **NFP Contract** NFP [Model Element](https://www.nursefamilypartnership.org/about/) 19 |  |  |  |