



NURSE SUPPORT GROUP FACILITATOR/CO-FACILITATOR PROCEDURAL REQUIREMENTS

As a Facilitator or Co-Facilitator for the Board of Registered Nursing's Intervention Program, you are required to do the following:

- ◆ Maintain the confidentiality of the program participants as required by the Board's Statutes and Regulations. (It is not a breach of confidentiality to report information on participants in your group to Contractor staff.)
- ◆ Record and report weekly attendance to Contractor staff. The Facilitator will receive a reporting form monthly to report attendance. This completed form is due by the 5th of every month. If the participant does not show, or if the excused absence is unreasonable, the facilitator must report to Contractor staff within twenty-four (24) hours.
- ◆ Respond to calls from the Contractor in a timely manner.
- ◆ Observe and report to Contractor staff any behavior, attitude, demeanor or appearance which may suggest a relapse within twenty-four (24) hours of the observation.
- ◆ Report relapses to Contractor staff within twenty-four (24) hours.
- ◆ Be accessible to participants twenty-four (24) hours a day for crisis intervention or referral.
- ◆ Accept an Intervention Program participant into the group regardless of current ability to pay fees for group participation. Participants should not be required to pay when they do not attend meetings and running tabs are not acceptable. Understand that the Board of Registered Nursing does not set fees. If fees are unreasonable or if groups in your same geographical location are charging less for meetings, you may not get as many participants assigned to your group and/or participants may ask to get reassigned to another group.
- ◆ Provide at least two (2) weeks notice of a planned vacation to the group participants and Contractor. The Facilitator must then identify a substitute for their group. (A Co-Facilitator who has been approved by the Board may substitute.)
- ◆ Provide written notification to the Board of Registered Nursing's Intervention Program Manager if you and/or your Co-Facilitator will no longer be facilitating groups. (NOTE: All Co-Facilitators must be approved by the Board of Registered Nursing.)

A Facilitator or Co-Facilitator may at anytime provide input and recommendations to the Intervention Program Contractor regarding an RN's recovery. The Contractor may at anytime contact the Facilitator and request input and recommendation regarding the RN's recovery.