

**300-10 NFP STAFF REQUIREMENTS AND RESPONSIBILITIES**

**POLICY**

California Home Visiting Program (CHVP) requires two primary staff positions consistent with the national Nurse-Family Partnership (NFP) recommendation: Nurse Supervisor and Public Health Nurse Home Visitor (PHN-HV). Full-time equivalent (FTE) Public Health Nurse (PHN) positions are based on the number of required caseloads. The FTE Nurse Supervisor is based on the total number of PHN-HV. It is recommended that a Local Health Jurisdiction (LHJ) site with a caseload of 100 participants have one FTE Nurse Supervisor to every four FTE PHNs. CHVP reserves the right to ask for additional information, justification or a staff development plan to fulfill staffing and training requirements as outlined below.

**AUTHORITY**

The NFP Model Elements 8-14

**PROCEDURE**

**A. The NFP Nurse Supervisor**

1. LHJ sites must recruit and hire Nurse Supervisors with the following minimum qualifications:
  - a. Registered Nurse license in good standing
  - b. Master's degree in nursing or closely related field (must submit a request to the assigned CHVP Nurse Consultant for alternative degree approval)
  - c. The PHN certificate
  - d. Three to five years of experience as a PHN Supervisor
  
2. The NFP Nurse Supervisors will have the following responsibilities:

Supervision Commitments

  - a. Report directly to the Maternal, Child and Adolescent Health (MCAH) Director.
  - b. Use reflective supervision with PHN-HV, demonstrate NFP theory integration, and facilitate professional development essential to the PHN-HV.
  - c. Provide clinical supervision with reflection through the following activities:
    - One-on-one clinical supervision, including weekly one-on-one meetings with PHN-HV for one hour duration;
    - Case conference with the team to review cases for professional growth and problem solving, twice a month for 1.5 to two hours duration;
    - Meetings with the team to discuss program implementation issues twice a month for at least one hour or as needed ; and  
Note: Team meetings and case conferences alternate weekly so there is one meeting taking place every week
    - Field supervision with PHN-HV between four to eight hours per nurse every four months or as needed.
  - d. Provide close oversight to PHN-HV when complex physical or mental health issues are identified from selected clients who are case managed.
  - e. Ensure that PHN-HV is assigned a caseload of no more than 25 participants.

- f. Provide supervision for PHN-HVs. CHVP recommends a ratio of one FTE supervisor to four FTE PHNs, unless exception is granted by CHVP QA team. Supervisor will dedicate a full time effort to CHVP. The team will consist of at least four PHN-HV.

#### Quality Assurance Commitments

- a. Support CHVP in the activities that will lead to success in achieving the benchmarks, constructs, and operational component of the Scope of Work (SOW).
- b. Participate in a minimum of six one-to-one meetings with assigned CHVP Nurse Consultant to evaluate the progress of CHVP and identify quality improvement activities as needed.
- c. Serve as the LHJ liaison with the assigned CHVP Nurse Consultant; attend meetings with the NFP/assigned CHVP Nurse Consultant.
- d. Write protocols for quality assurance activities for the PHN-HV.

#### Training Commitments

- a. Attend mandatory and recommended trainings identified by CHVP.
- b. Complete NFP Core Competency trainings (Units 1, 2, 3 and 4, and Annual Education for NFP Supervisors) as required by NFP-NSO guidelines.
- c. If more than two years have elapsed since the supervisor received any of the NFP Core Competency training requirements, contact the CHVP Nurse Consultant.

### **B. The NFP Public Health Nurse Home Visitor (PHN-HV)**

1. The LHJ sites must recruit and hire Public Health Nurse Home Visitor (PHN-HV) with the following minimum qualifications:
  - a. Registered Nurse license in good standing
  - b. Bachelor's degree in nursing
  - c. Public Health Nurse certificate
  - d. Experience in public health and cultural competency
2. PHN-HVs will have the following responsibilities:

#### Home Visiting Commitments

- a. Carry a caseload of no more than 25 families.
- b. Conduct home visits integrating use of required assessment tools and refer clients to necessary resources as appropriate.
- c. Provide medical case management, as defined by the NFP model, to families identified as having complex physical or mental health issues, such as pregnancy with or without complications, adolescent pregnancy, premature infants, or children with special needs.
- d. Provide a summary of case physical assessment, developmental and case documentation during a reflective case conference with the supervisor.
- e. Data entry is an optional responsibility for this position.

#### Training and Meeting Commitments

- a. Attend mandatory orientations and meetings required by CHVP; to be announced via Program Letters.
- b. Complete NFP core competency trainings (Units 1, 2 and 3) following the scheduled guidelines by NFP NSO.
- c. If more than two years have elapsed since the Nurse Home Visitor received any of the NFP Core Competency training requirements, contact the CHVP Nurse Consultant.

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### NFP: GUIDANCE FOR STAFF QUALIFICATIONS AND TRAINING

#### C. The NFP Administrative Assistant

1. Administrative Assistant may have the following responsibilities:
  - a. Data entry and other administrative tasks. The LHJ site has the option to have nurses enter the data, but the expectation to have 0.5 FTE support staff remains.
  - b. Minimum of 0.5 FTE support staff required per 100 clients.

#### D. Other Staffing Requirements by CHVP

1. The LHJ site must adhere to the Core Competency Requirements specified by NFP and CHVP Branch for hiring qualified staff. Applicants should demonstrate sufficient skills to meet the SOW objectives and activities.
2. The CHVP reserves the rights to approve or disapprove changes in key personnel positions that occur after funding awards are made.
3. In order to ensure adequate funding of all contract deliverables, CHVP reserves the right to require the LHJ to reduce or eliminate any staffing position(s) in excess of the minimum required staffing pattern as identified in the model or CHVP requirements.
4. The LHJ site will report to the CHVP QA Team the following **within seven working days of the change**, along with plans for addressing these changes:
  - a. Any changes in staffing or personnel;
  - b. An increase or reduction in percentage of effort (less than 100%) dedicated by staff; or
  - c. For a staff leave of absence of more than two weeks.
    - i. If a supervisor or a CHVP Home Visitor is anticipated to be out for two weeks, submit to CHVP via the transmittal process a staffing plan to ensure that the reflective supervision components are addressed during the supervisor's absence.