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Authorized Signature

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Topic: Long Term Care

Revised Contract RN Services Policy and Procedure Manual  
Revised Contract Process

Subject:

**Applies to (check all that apply):**

- |                                     |                               |                                     |                                      |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/>            | All DHS employees             | <input type="checkbox"/>            | County Mental Health Directors       |
| <input checked="" type="checkbox"/> | Area Agencies on Aging        | <input type="checkbox"/>            | Health Services                      |
| <input type="checkbox"/>            | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers    | <input type="checkbox"/>            | Other (please specify):              |

**Message:** The SPD Office of Licensing and Quality of Care has just revised the Contract RN Service Policy and Procedure Manual, first printed in March 2002. The Distribution Center will mail one manual to each office who, in turn, is to replace the entire 2002 manual, including the cover sheet and spine. Manuals without the attachment sections will soon be available online. The Contract RN Service Rules and Contract RN forms can be found separately on the DHS web site. If you require additional complete manuals, you may contact Carmen Spencer at 503-945-6460.

Please read "The Contract Process" chapter as local office responsibilities for requesting a contract have changed since the 2002 edition. In addition, a "Mandatory Reporting" section has been added to the "Scope and Role of the Contract RN."

All Contract RNs will be mailed a new Contract RN Manual that is made up of a significant appendix section along with all the Policy and Procedures Manual chapters with the exception of the "Recruitment" chapter and the "RN Delegation" chapter (the Contract RN manual contains a more detailed "RN Delegation" chapter). The Central Office will mail a manual to each new Contract RN as soon as their contract is in effect.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Carmen Spencer		
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