

NURSING SERVICES w/Quality Improvement

November 1, 2018

Note: The use of the terms Contractor, Contract Provider and Nurse refers to the provider of care throughout this document.

1. **Scope of Work.** The Contractor shall provide an individual to provide **personal** medical services, focusing primarily on Quality Improvement and Quality Assurance and with support provided to the Nurse Consultant as needed within the capabilities normally granted to a Registered Nurse.
 - A. The Nurse shall meet or exceed the industry standards in accordance with established principles, practices and ethics of the Registered Nursing Profession. The standards of performance for all employees provided by the contractor shall reflect the degree and care, skill and learning expected of a reasonably prudent healthcare provider in the Registered Nursing profession in the state of their practice.
 - B. The concentration required for this job performance position is for a nurse led, strategic Quality Improvement and Quality Assurance capability, forward focused and aimed at “prevention” and “risk reduction”. It would include an enterprise-wide Health Safety, Work-Life Service Center commitment, with local and regional feedback to inform the process, maintain alignment and be structured to ensure compliance through monitoring and work to sustain gains made. The Quality Improvement and Quality Assurance function would provide the analysis, and documentation to support informed updates to policy guidance and direction to the enterprise through vehicles such as technical directives, Standard Operating Procedures and Technical Directives. The functions related to Quality Improvement and Quality Assurance, across all mission sets; require full-time attention by professionals with proven experience. This is imperative to get and maintain the enterprise in the “prevention”, rather than “reaction” mode and foster the commitment to be a self-learning and self-correcting organization.
 - C. The Contractors will provide professional services to U.S. Coast Guard Health Safety and Work-Life Service Center, located at 300 East Main St. Norfolk, VA 23510.
 - D. Travel might be required for QI/QA visits to various U.S. Coast Guard bases/clinic sites at the discretion of the U.S. Coast Guard Health, Safety, and Work-Life Service Center.
2. **Qualifications.** The provider of Nursing services shall possess and maintain for the duration of this agreement:
 - A. A diploma/degree from an accredited school of Nursing. (Registered Nurse at a minimum);
 - B. A current unrestricted active license to practice as a Registered Nurse from one of the 50 states, District of Columbia, Puerto Rico, Guam, or the U. S. Virgin Islands.
 - C. Current Malpractice insurance in the amount of not less than one million (\$1,000,000.00) dollars per occurrence.
 - D. Maintain current certification in Basic Cardiac Life Support (BLS) for the Health Care Provider by the American Heart Association (AHA), American Red Cross (ARC), American Safety and Health Institute (ASHI), or the American College of Emergency Physicians (ACEP).
 - E. A minimum of two (2) years of recent (immediately preceding the submission of this offer) professional experience in the field.

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- F. Documented Quality Improvement/Quality Assurance experience in the medical field.
- G. "No adverse information on file" with the National Practitioners Data Band (NPDB).

3. **Credential Review**. The contractor shall submit with the proposal the following credentials in order to be evaluated for technical acceptability.

A. A current resume including **AT LEAST** the following information:

- (1) Degrees earned;
- (2) Professional Experience;
- (3) Social Security Number;
- (4) Date of birth (to be used only for the purposes of independent query of the NPDB);
- (5) Career history;
- (6) Professional Training/Courses attended in the past two years;
- (7) Professional organization affiliations and memberships;
- (8) Previous work references including name of organization, number of years rendered, address and name of point of contract with telephone number;
- (9) Documented quality improvement/quality assurance experience;
- (10) Awards and certifications received.

C. Copies of:

- (1) A diploma or degree from an accredited school of Nursing (a "Polaroid" picture is acceptable as a copy);
- (2) A current unrestricted active license to practice as a Registered Nurse from one of the 50 states, District of Columbia, Puerto Rico, Guam, or the U. S. Virgin Islands;
- (3) Evidence of immunity to Hepatitis "A" and "B" and evidence of freedom from chronic communicable disease(s) i.e., HIV, TB and Sexual transmitted diseases (within 30 days of start of work);
- (4) Current certification in Basic Cardiac Life Support (BLS) for the Health Care Provider by the American Heart Association (AHA), American Red Cross (ARC), American Safety & Health Institute (ASHI) or the American College of Emergency Physicians (ACEP);
- (5) Proof of insurability against malpractice in the amount of one million (\$1,000,000) dollars per occurrence;
- (6) Social Security Card;
- (7) At least three (3) letters of recommendation from recent employers addressing nursing services.

3. **Professional Services**. The Contractor shall perform a full range of professional nursing concepts and practices on site, using government furnished facilities, equipment and supplies to a variety of patients. All aspects of nursing services shall be commensurate with the capabilities of the provider and the Medical Department including but not limited to the items listed below; and in the PWS.

- A. Participate in the Health Services Quality Improvement Program.
- B. Prepare and submit appropriate documentation as specified in applicable regulations.
- C. Work with a team on the composition of technical directives to aid in quality improvement initiatives.
- D. Provide instruction to clinic staff and/or patients on an ad hoc basis.

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4. **Hours of Performance.** The contractor shall provide all aspects of **personal** Nursing services for an 8 hour work day M-F with hours defined by the HSWL SC, with a daily 30 minutes non-pay period for lunch.