Policy on Remaining Rostered as a Child Health Enhanced Role Nurse

It is the responsibility of the individual who is rostered as a Child Health Enhanced Role Nurse (CHERRN) and of the employing agency to assure that the individual remains on the roster in order to be able to bill Medicaid for the child health screening done by a rostered CHERRN. If the individual changes employers in the two-year interval for re-rostering, it is the individual’s responsibility to notify Public Health Nursing and Professional Development of this change. The new employing agency is responsible for assuring compliance with rostering requirements and creating the infrastructure to assure initial and ongoing competency, appropriate and accessible consultation, and policies and procedures and standing orders to support nursing licensure compliance. Failure to receive the notification of the re-rostering deadline due to relocation or postal difficulties does NOT exempt the individual from the requirements and deadlines listed below.

A copy of the initial certificate of completion of the required training (Child Health Training Program) and a copy of each letter verifying that the individual is rostered or re-rostered for a specific period of time should be maintained, by both the individual (in case she/he changes employers) and the employing agency (in the individual’s personnel file or a central file related to all rostered CHERRNs.)

1. When an individual completes the Child Health Training Program (CHTP) and is eligible to be rostered as a Child Health Enhanced Role Nurse, Public Health Nursing & Professional Development (PHNPD) will be notified by the CHTP (notification to Include name, date of completion, employer, and employer address).

2. A letter will then be sent to the RN and copied to the Director of Nursing from PHNPD indicating that the individual is rostered until the next deadline for re-rostering. This letter will include the requirement for 200 hours of relevant continuing education and 200 hours of clinical practice and indicate – based on date of completion of the CHTP - the percentage and number of hours that the individual must have completed by the next deadline. NOTE that re-rostering deadline is always June 30 of even-numbered years.

3. In June of each even-numbered year a letter containing individualized re-rostering forms will be sent to directors of nursing in organizations that have rostered child health enhanced role nurse for distribution to CHERRNs in the agency. If the director of nursing does not receive a form for a specific rostered CHERRN, she/he should immediately contact PHNPD (919-707-5130) to request one.

4. Individuals who complete the course between January and June in even years will not be required to submit a re-rostering form that year.

5. Individuals who do not submit documentation of having met the requirements by the deadline or whose documented activities were insufficient to meet the requirements will be removed from the roster effective July 1 of the re-rostering year, and the individual and the director of nursing will be notified. The individual must successfully complete a
clinical challenge process in order to be returned to the roster. If not rostered in five years, the individual must complete the CHTP prior to being re-rostered. The RN will remain ineligible for Medicaid reimbursement from July 1 until either successful challenge or re-taking the CHTP is successfully completed.

8. After submitted documentation has been reviewed, employing agencies will receive information on which of their CHERRNS did or did not qualify for re-rostering. The agency will notify their CHERRNs of their re-rostering status.

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Guidance on Continuing Education for Rostered Child Health Enhanced Role Nurses (CHERRN)

The goal of the requirement for continuing education for rostered child health enhanced role nurses to enhance knowledge and skills in examining, interviewing, providing education, referring, and following up on pediatric clients and their families*. To that end, the following guidance is provided in selecting courses that are applicable in satisfying the CE portion of the CHERRN requirements during the next two years.

* Appropriate CE sessions must be based on the CHERRNs practice setting, e.g. topics such as High Risk Neonatal Care (NICU care) or Managing Diabetic Insulin Pumps in Children would not be appropriate as the CHERRN would not be involved in this care.

Courses that are applicable towards the continuing education portion of the requirements:

- **Skill building**: e.g. Physical Assessment or Developmental Assessment refreshers, Medical Spanish, Engaging Adolescents in Care
- **Body system or disease-specific updates**: e.g. Immunization Updates*, Asthma Assessment and Education, and Lead Poisoning
- **Anticipatory Guidance**: e.g. Adolescence – Drugs and Gangs, SIDS Counseling, and Building Strong Families, Developmental Milestones
- **Conferences aimed at pediatric providers**: e.g. Child Health Regional Meetings (all the CE for these sessions are planned to be appropriate for CHERRNs)
- **Please note that all of the CE hours may not be counted for a conference included above**: for example, the DPH Immunization Conference, only those sessions directly related to the ERRN role will be counted.

Courses that are NOT applicable towards the CHERRN CE requirements:

- **Child Health Training Program course**
- **Courses taken multiple times to meet certification or CLIA standards**: e.g. CPR, Blood-borne pathogens, Fire Safety, OSHA training, and performing lab tests
- **Courses with fiscal or administrative content**: e.g. CPT/ICD9 coding, Finance 101,
- **Management and Supervision**, Business Writing, Internet Basics, and Grant Writing.
- **Courses that provide basic preparation for roles other than that of enhanced role nurse in child health**: e.g. CC4C or OBCM Training, IFSP training, Orientation to Early Intervention, Physical Assessment of Adults, courses leading to certification as a lactation counselor, and Women’s Health Core and Maternity and Family Planning tracks
- **Courses that provide general nursing content, not specific to the child health enhanced role nurse role**: e.g. Disaster Nursing, and annual Legal Update, Immunization storage and handling, or Laboratory procedures
- **Conferences with little or no focus specific to pediatrics**: e.g. NCPHA Annual
Meeting, NCAPHNA Annual Meeting, and NCNA Convention (Note that it would be legitimate to count individual pediatric-specific session from one of these conferences, but not the entire conference). Please provide the full agenda and indicate the relevance of the educational activity to the role of child health enhanced role nurse if the title of the activity does not clearly indicate the focus.

It is strongly recommended that CHERRNs contact their regional consultant for review of the offering if not provided by the DPH Child Health program; this will assure that offerings which are submitted for rostering meet the guidance above.

The goal of the requirement for continuing education for rostered child health enhanced role nurses is to enhance knowledge and skills in examining, interviewing, education, referring, and following up on pediatric clients and their families. To that end, the following guidance is provided in selecting courses that are applicable in satisfying the CE portion of the child health enhanced role nurse requirements during the next two years.

Applicable towards the continuing education portion of the requirements:
- **Skill building**: e.g. Medical Spanish, Confidentiality and Minor Consent law
- **Body system or disease-specific updates**: e.g. Immunization Updates, Listening to Health Sounds in Children, Asthma, and Lead Poisoning
- **Anticipatory Guidance**: e.g. Adolescence – Drugs and Gangs, SIDS Counseling, and Building Strong Families
- **Conferences aimed at pediatric providers**: e.g. Child Health Update, Child Care Health Consultant training, and annual Baby Love Conference

Courses that are NOT applicable towards the CE requirements:
- **Child Health Training Program course**
- **Courses taken multiple times to meet certification or CLIA standards**: e.g. CPR, Blood-borne pathogens, Fire Safety, OSHA training, and performing lab tests
- **Courses with fiscal or administrative content**: e.g. CPT/ICD9 coding, Finance 101, Management and Supervision, Business Writing, Internet Basics, and Grant Writing.
- **Courses that provide basic preparation for roles other than that of CHERRN**: e.g. CSC or MCC Basic Training, IFSP training, Orientation to Early Intervention, Physical Assessment of Adults, courses leading to certification as a lactation counselor, and Women’s Health Core and Maternity and Family Planning tracks
- **Courses that provide general nursing content, not specific to the CHERRN**: e.g. Disaster Nursing, and Legal Update
- Conferences with little or no focus specific to pediatrics: e.g. NCPHA Annual Meeting, NCAPHNA Annual Meeting, and NCNA Convention (Note that it would be legitimate to count individual pediatric –specific session from one of these conferences, but not the entire conference)

**NOTE**: It is the responsibility of the PHN wishing to remain rostered to document the relevance of the educational activity to the role of child health enhanced role nurse if the title of the activity does not clearly indicate the focus.