



ACCREDITED APPROVER UNIT

Policy Manual

Change in the Primary Nurse Planner or Contact Person

Policy:

The ANA Massachusetts Approver Unit, in accordance with the Approved Provider Unit Operational Requirements, must be notified of any change in the Primary Nurse Planner (PNP) and/or the contact person of the Approved Provider within 30 days of the change.

Procedure:

The Provider Unit designee will submit the name of the new person and their bio-sketch to the ANA Massachusetts Approver Unit within 30 days of the change.

If the change is the Primary Nurse Planner, a signed and dated copy of the Operational Requirements must also be submitted. The bio-sketch is reviewed by the AU Director to ensure the new PNP qualifies for the role.

The Annual Report from Approved Providers includes a section requesting changes in primary and/or contact person since filing the last Annual Report. This serves to inform the Approver Unit in cases where the Provider Unit has failed to report such changes as required.

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JG

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