

**XXXX Agency**  
**CAP/C Case Management Policies and Procedures**

**Policy Number:**

**Subject: CAP/C Case Manager Qualifications**

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**I. PURPOSE**

CAP/C has specific requirements for qualifications of CAP/C Case Manager. This policy describes how XXX Agency meets and verifies those qualifications. This policy supplements (Policy No XXX, Name of Agency Policy regarding hiring and dismissals.)

**II. POLICY**

All CAP/C Case Managers will meet the following qualifications:

- a. If a nurse, that nurse will be an RN currently licensed by the North Carolina Board of Nursing or a compact state, meeting the standards established by the North Carolina Office of State Personnel Public Health Nurse I.
- b. If a Social Worker, that Social Worker will meet the standards established by the North Carolina Office of State Personnel Social Worker I

**III. PROCEDURE:**

|    | <u>Procedure</u>   | <u>Responsible Party</u> |
|----|--|--------------------------|
| 1. | RN licensure shall be verified at time of hire and with each license renewal by looking at the registry located at <a href="http://www.ncbon.org">www.ncbon.org</a> .  | 1. Hiring Manager        |
| 2. | At time of hire, applicant's credentials will be compared to the job specifications of Public Health Nurse I or Social Worker I, found at <a href="http://www.osp.state.nc.us/CLASS_SPECS/WebPages/ASpecs.htm">http://www.osp.state.nc.us/CLASS_SPECS/WebPages/ASpecs.htm</a> .                                    | 2. Hiring Manager        |
| 3. | At the time of hire, applicant's experience in home and community long term care needs, assessment, and case management will be assessed. One year of experience is required in case management, home health/home care, DSS/Health Department, discharge planning, MDS assessment, or other public health nursing. | 3. Hiring Manager        |

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| Effective Date | Revision Date | Reviewed By |
|                |               |             |