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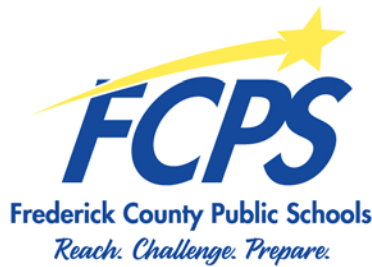
May 4, 2018

**ADDENDUM 2**  
**RFP 18MISC10, Contract Service Agencies for Private Duty Nursing**

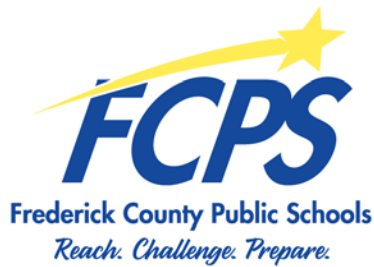
**DUE DATE: May 15, 2018, at 2:00 P.M.**

We are providing the **final** list of questions and answers that we have compiled.

1. Page 33, #13: Are the performance standards for the Private Duty Nurses at Rock Creek School the same for all other schools in which a Private Duty Nurse could be assigned?
  - The standards were created specifically for Rock Creek School because the majority of PDN service is provided at Rock Creek School. However, the standards can be expected to apply to PDNs assigned any FCPS school.
2. Page 33, #13. e.: If the Private Duty Nurse is to provide all care to his/her assigned student, why are they not allowed to contact the parent when the student is sick or ill? The bullet states, "The school nurse needs to document the illness or injury and need to make the call to the student's parent/guardian".
  - School Health staff are responsible for all students in the school regardless of whether the student requires PDN services to access his/her learning or not. The PDN is the provider of the IEP required nursing service, but any illness or injury during the school day needs to be documented by school health services staff, and the initial call home must come from school health staff. School health staff will have the PDN speak with the parent during the call as needed.
3. Page 36, MOU Section III, A, Bullet 3: How should the PDN document care for the student? For example, can he/she use the agency documentation forms or must the documentation be on FCPS forms.
  - At the present time, PDNs document on agency forms. This process is subject to change in the future.
4. Two additional agencies providing PDNs include:
  - Automatic Nursing Care Services RN \$45 LPN \$38.40
  - Compassionate Healthcare Nursing Services RN \$40 LPN \$35
5. How many students can the Private Duty Nurse be assigned to care for?
  - PDNs are routinely assigned to one student per school day.
6. If the Private Duty nurse is expected to provide care for more than one student, are they paid separately for each of these students?
  - See #5.
7. Is there any FCPS specific training that the Private Duty Nurse must attend?
  - PDNs may be asked to attend individual training with the school Physical Therapist to review safe transfer practices. This is within the school day. They are also asked to attend in-school orientation during the school day when newly assigned to a school.



8. Is overtime billable? We provide PDN services to several public-school systems and, in most cases, the school and family want one nurse per student throughout out the entire school week for continuity of care purposes. This often puts that nurse in overtime, which we, as an agency, are required to pay by DLLR.
  - No. Although we attempt to honor the wishes of the parent, this is not how we assign nurses. The responsibility is to provide a qualified nurse, not a specific person. The agency is responsible to pay their employees overtime as needed.
9. Supervisory visit frequency by Clinical Supervisor? Every 30, 60 or 90 days? For example, PG County Public Schools requires supervisor visits every 90 days at a minimum.
  - Clinical supervision of PDNs is the responsibility of the agency who should act in accordance with state requirements for Private Duty Nursing Agencies and in accordance with best practice to ensure the safe, effective practice of private duty nurses.
10. How should documentation of care that is provided to a student each day be submitted to the school nurse? Our nursing notes are carbon copy with one copy being returned to the agency for our records and the other copy being placed in the students nursing binder that is typically kept in the student's backpack.
  - The agency is responsible to fax or securely email nursing notes, MAR, and any changes in orders to the school on a weekly basis.
11. For other school systems, we securely email the nursing notes to the school nurse every Friday for the week prior. Will this suffice?
  - Yes
12. Do you require a specific competency test for PDN nurses? We currently use Prophecy Health and have each nurse complete a general competency exam and a medication exam. We also require all vent nurses to complete a vent competency. Will this suffice?
  - The agency is responsible to ensure appropriate competency testing of PDNs. The FCPS Health Services Specialist may request documentation of competencies of PDNs working in FCPS schools.
13. Who can sign the timesheets if this Principal is unavailable? Parents? School Nurse?
  - The school principal may designate another school administrator to sign time sheets as needed.
14. Is there any additional online training required for the PDN? For example, PG County Schools has online training modules that the PDNs must complete before starting with a student.
  - FCPS does not currently require additional online training for PDNs.
15. Will Frederick County Public School System provide medical supplies and equipment for the nurses during the performance of their work?
  - No.
16. What supplies or materials will the Vendor be expected to provide?
  - Parents will supply medications, equipment, and supplies required for students' ADLs and medical orders for the school day. Agency staff is expected to have appropriate "tools" to carry out nursing care. For example, a stethoscope.



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17. What is the expected amount of Full Time Equivalent (FTE) RN, LPN, and CNA's needed for this contract
- This varies from year to year and throughout the school year. We currently have 18 students who utilize PDNs to attend school.
18. What is the maximum weekly allowable hours approved for contracted FTE's?
- Allowable hours are based on individual student needs. School provided PDN hours are from 15-30 minutes prior to FCPS bus pick-up until 15-30 minutes after FCPS drop-off.
19. What travel between schools is expected for these providers?
- There is currently no travel needed between schools. Some assignments, however, require the nurse to accompany the student to and from their school. The PDN must accompany any assigned student when riding the school bus whether to and from school or on a school field trip.

Sincerely,

*Billie Laughland*

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BL/kl

cc: Jenifer Waters, Health Service Specialist  
Bid Binder