

# Iowa Nurse Assistance Program (INAP)

Offered by the Iowa Board of Nursing  
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## NURSING WORKSITE MONITOR (WSM) CHECKLIST

### A WSM is someone who has met INAP requirements to:

- ✓ Supervise nursing work performance
- ✓ Directly supervise the nurse
- ✓ Regularly update INAP and immediately notify INAP if they notice changes that cause concern
- ✓ Submit quarterly reports to INAP, due by the 20th of December, March, June, and September
  - WSM forms can be found at:  
<https://nursing.iowa.gov/iowa-nurse-assistance-program>

### WSM Checklist:

- ✓ Nurse manager/supervisor or healthcare provider located within the nurse's office/department
- ✓ Has at least weekly contact with the nurse
- ✓ Is knowledgeable about the nurse's practice restrictions (if any) and work detail
- ✓ Work the same shifts with the nurse

### WSM Expectations:

- ✓ Evaluate the nurse's performance (punctuality, professional demeanor, documentation, work performance)
- ✓ Must be in a supervisory role
- ✓ Must be a nurse unless otherwise approved by Iowa Nurse Assistance Program Committee (INAPC)
- ✓ Must observe the INAP participant regularly, a minimum of once a week

Nurse Signature: \_\_\_\_\_

WSM Signature: \_\_\_\_\_

For more information about INAP or to download forms, please visit our website:

<https://nursing.iowa.gov/iowa-nurse-assistance-program>