

**PROVIDER SCOPE OF WORK- PROCEDURES****OPS.078**

Approved By:	Chief Medical Officer	Adopted Date:	01/01/2001
Distribution:	Site Administrators, Medical Directors	Revision Date(s):	9/01, 10/01, 10/07, 11/12

**PURPOSE:**

- To assure that patients of the Open Door Community Health Centers who undergo procedures (as defined below) will be cared for by clinicians competent in the procedure.
- To provide clear communication regarding what services and procedures are offered by each clinician.


**POLICY:**

1. This policy applies to clinicians new to the Open Door Community Health Centers, or clinicians already working for Open Door Community Health Centers who are adding a new clinical procedure to their practice. Clinicians currently employed by ODCHC will be asked to document scope of practice within one year of the effective date of this policy.
2. Authorization to perform procedures is made by the director of the clinician's home site. For clinicians hired to perform fill-in work, authorization to perform procedures is made by the Site Clinical Director.
3. Authorization may be granted based upon
  - documented training
  - documented previous experience, and/or
  - personal supervision of the clinician performing the procedure(s).
4. A list of procedures that require authorization is attached. For procedures marked \*\* on the Procedure List, both evidence of training and personal supervision are required.
5. Documentation of authorization to perform procedures will be sent to Human Resources Department for placement in the clinician's personnel file, and to the Office Manager for coordination of patient scheduling.

Approved:

  
Willard Hunter, MD  
Chief Medical Officer

Acknowledged:

  
Cheyenne Spetzler  
Chief Operations Officer

Attachment:

ODCHC Form # 055 Scope of Work-Procedure List