

<b>SECTION</b>	<b>Approval date:</b>	
Personnel	<b>Approved by:</b>	
<b>POLICY AND PROCEDURE</b>		
Unlicensed Personnel		

**POLICY:**

All professional health care personnel shall be qualified and trained for assigned responsibilities.

**PROCEDURE:**

I. MEDICAL ASSISTANTS

- A. Medical Assistants (MA) are unlicensed health personnel who perform basic *administrative, clerical, and non-invasive routine technical supportive services* under the supervision of a licensed physician. The licensed physician must be physically in the treatment facility during the performance of authorized procedures by the MA.
- B. To administer medications by subcutaneous or intramuscular injection, or to perform intradermal skin tests, or venipunctures for withdrawing blood, an MA shall have completed at least the minimum number of training hours established in CCR, Title 16, Section 1366.1.
- C. Training shall be administered under a licensed physician; or under a RN, LVN, PA, or other qualified medical assistant acting under the direction of a licensed physician. The supervising physician is responsible for determining the training content and ascertaining proficiency of the MA. Training documentation shall be maintained on-site and include the following:
  1. Diploma or certification from an accredited training program/school, or
  2. Letter/statement from the current supervising physician that certifies in writing: date, location, content, and duration of training, demonstrated proficiency to perform current assigned scope of work, and signature.

II. MEDICATION ADMINISTRATION

- A. Unlicensed staff shall have evidence of appropriate training and supervision in all medication administration methods performed within their scope of work.
  - The supervising physician shall specifically authorize all medications administered by an MA by means of a specific written or standing order prepared by the supervising physician.
  - Medication administration by an MA means the direct application of pre-measured medication orally, sublingually, topically, vaginally, or rectally; or by providing a single dose to a patient for immediate self-administration by inhalation or simple injection.
  - The pre-labeled medication container shall be shown to the licensed person prior to withdrawal of the medication from the container and administration.
  - An MA may administer injections of scheduled drugs, including narcotic medications, only if the dosage is verified and the injection is intradermal, subcutaneous, or intramuscular.

- Medical assistants may not place an intravenous needle, start or disconnect the intravenous infusion tube, administer medications or injections into an intravenous line, or administer anesthesia.

### III. MEDICAL EQUIPMENT

- A. Personnel on site shall be qualified for their responsibilities and adequately trained for their scope of work. Site staff shall have a general understanding of the systems/processes in place, appropriate supervisions, and knowledge of the available sources of information on site.
- B. Provider and staff shall be able to demonstrate operation of medical equipment used in their scope of work.

### IV. IDENTIFICATION OF HEALTH CARE PRACTITIONERS

- A. A health care practitioner shall disclose his or her name and the practitioner's license status, as granted by the State of California, on a nametag with at least 18-point type. A health care practitioner in a practice or office, whose license is prominently displayed, may opt not to wear a nametag.

Note: It is unlawful for any person to use the title "nurse" in reference to himself or herself, in any capacity, except for an individual who is a registered nurse (RN) or licensed vocational nurse (LVN).