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<b>SECTION: Personnel</b>	
<b>POLICY AND PROCEDURE: Unlicensed Personnel</b>	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

**POLICY:**

All professional health care personnel must 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 present in the treatment facility during the performance of authorized procedures by the MA.
- B. Training may 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 must be maintained on-site and include the following:
  - Diploma or certification from an accredited training program/school, or
  - 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. MEDICATIONS**

- A. Unlicensed staff must have evidence of appropriate training and supervision in all medication administration methods performed within their scope of work.
  - Medication administration by a 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 must be shown to the licensed person prior to administration.
  - To administer medications by subcutaneous or intramuscular injection, or to perform intradermal skin tests or venipunctures for withdrawing

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blood, an MA must have completed at least the minimum number of training hours established in CCR, Title 16, Section 1366.1.

- 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.
- The supervising physician must specifically authorize all medications administered by an MA by means of a specific written or standing order prepared by the supervising physician.

### III. IDENTIFICATION OF HEALTH CARE PRACTITIONERS

- A. A health care practitioner shall disclose his or her name and 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 or licensed vocational nurse.

### IV. TRAINING OF SITE PERSONNEL

- A. Personnel on site must be qualified for their responsibilities and adequately trained for their scope of work. Site staff should 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 must be able to demonstrate operation of medical equipment used in their scope of work.