

SECTION 1.1 PERSONNEL

A. JOB DESCRIPTIONS

The following are examples of job descriptions for staff working in Title X Family Planning Clinics. Each agency should have internal job descriptions that reflect the functions, duties, and responsibilities of the agency's employees and contracted personnel.

1. Family Planning Nurse Practitioner/Certified Nurse Midwife

a. Definition of Position

- 1) The family planning Nurse Practitioner/Certified Nurse Midwife is a nurse, specializing in the health needs of family planning clients.
- 2) The family planning Nurse Practitioner/Certified Nurse Midwife provides primary health care in the area of reproductive health, including initiation and maintenance of contraceptive methods.
- 3) The family planning Nurse Practitioner/Certified Nurse Midwife participates in an interdisciplinary approach to health care, being cognizant of and responsive to the experience of other disciplines and personnel involved with client services.
- 4) The family planning Nurse Practitioner/Certified Nurse Midwife may also provide leadership in all aspects of the family planning program.
- 5) She/he maintains the right to refuse to examine and/or manage a client, based on professional judgment.
- 6) The family planning Nurse Practitioner/Certified Nurse Midwife collaborates with a physician and follows protocols signed by a physician.

b. Level of Responsibility

- 1) Directly responsible to the family planning program coordinator and/or nursing director in the local agency.
- 2) The Colorado Department of Public Health and Environment (CDPHE) Family Planning Nursing Consultant provides consultation and technical guidance, and participates in the evaluation process as appropriate.

c. Examples of Duties and Responsibilities:

- 1) Practices sound principles of nursing.
- 2) Participates in the decision-making processes concerning the delivery of family planning services.
- 3) Assesses the client's family planning needs by obtaining and/or evaluating a medical and social history.
- 4) Performs appropriate health assessment procedures, including but not limited to evaluation of the heart, lungs, thyroid, extremities, abdomen, breast, and pelvic area.
- 5) Develops and/or utilizes written protocols for the performance of activities related to initiation or modification of medical therapeutic regimens.
- 6) Provides counseling and teaching about family planning methods to include:

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- a) Hormonal contraceptive methods
 - b) Intrauterine device
 - c) Diaphragm, FemCap
 - d) Foam, jelly, condom, and other over-the-counter methods
 - e) Natural family planning
 - f) Sterilization - male and female
 - g) Abstinence
- 7) Provides counseling and instruction about related health needs to include, but not be limited to:
- a) Infertility
 - b) Human sexuality
 - c) Nutrition
 - d) Breast and cervical cancer screening and follow-up
 - e) Sexually transmitted infections, including HIV/AIDS
 - f) Other minor gynecologic concerns
- 8) Performs appropriate laboratory screening tests.
- 9) Refers clients with suspected abnormal conditions to medical resources, when indicated.
- 10) Refers clients to other professionals or community resources as indicated.
- 11) Conducts family planning education sessions for professional, community, and client groups.
- 12) Maintains and reviews client records, including referral and follow-up systems.
- 13) Participates in the quality assurance component of family planning, e.g., chart audit of nursing/medical care standards.
- 14) Participates in in-service education for agency staff.
- 15) Allocates time regularly to update professional practice, e.g., reading, conferences, professional meetings, etc.
- Adheres to the minimum medical guidelines as outlined in the Title X Nursing Manual.
- Adheres to state statute regarding mandatory reporting of child abuse, child sexual assault, and domestic violence.
- d. Minimum Qualifications:
- See the Colorado Board of Nursing website for qualifications needed to be included on the Advanced Practice Registry and to use the Nurse Practitioner and Certified Nurse Midwife designation (<http://www.dora.state.co.us/nursing/>).

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- e. Desired Skills, Knowledge, Attitudes:
 - 1) Knowledge of needs of clients in regard to sexuality, family planning concepts, family and interpersonal relationships.
 - 2) Knowledge of public health nursing principles and practices.
 - 3) Knowledge of **the clients'** needs, psychosocial health, etc.
 - 4) Knowledge of clinic organization and its implementation.
 - 5) Knowledge and acceptance of family planning practices, philosophies, and concerns.
 - 6) Ability to maintain confidentiality
- f. Special Requirements:
 - 1) Current license to practice as a registered nurse within Colorado.
 - 2) Advanced Practice Nurse Registration is required to use the NP/CNM designation.

2. Family Planning Physician Assistant (PA)

- a. Definition of Position
 - 1) The family planning Physician Assistant is a certified mid-level practitioner specializing in the needs of the family planning client.
 - 2) The family planning Physician Assistant provides primary health care in the area of reproductive health, including the responsibility for the initiation and maintenance of contraceptive methods.
 - 3) The family planning Physician Assistant participates in an interdisciplinary approach to health care, being cognizant of and responsive to the experience of other disciplines and personnel involved with client services.
 - 4) The family planning Physician Assistant may also provide leadership in all aspects of the family planning program.
 - 5) She/he maintains the right to refuse to examine and/or manage a client, based on professional judgment.
 - 6) The family planning Physician Assistant collaborates with a physician and follows protocols signed by a physician, and adheres to rules and regulations set forth by Colorado law.
- b. Level of Responsibility:
 - 1) Directly responsible to the family planning program coordinator for those duties not dictated by Colorado law. Otherwise responsible to the supervising physician in the local agency.
 - 2) The CDPHE Family Planning Nursing Consultant provides consultation and technical guidance, and participates in the evaluation process as appropriate.
- c. Examples of Duties and Responsibilities:
 - 1) Practices sound principles of medical practice

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- 2) Participates in the decision-making processes concerning the delivery of family planning services
- 3) Assesses the client's family planning needs by obtaining and/or evaluating a medical and social history
- 4) Performs appropriate health assessment procedures, including but not limited to evaluation of heart, lungs, thyroid, extremities, abdomen, breast, and pelvic area.
- 5) Develops and/or utilizes written protocols for the performance of activities related to initiation or modification of medical therapeutic regimens.
- 6) Provides counseling and teaching about family planning methods to include:
 - a) Hormonal contraceptive methods
 - b) Intrauterine device
 - c) Diaphragm, FemCap
 - d) Foam, jelly, condom, and other over-the-counter methods
 - e) Natural family planning
 - f) Sterilization - male and female
 - g) Abstinence
- 7) Provides counseling and instruction about related health needs to include:
 - a) Infertility
 - b) Human sexuality
 - c) Nutrition
 - d) Breast and cervical cancer screening and follow-up
 - e) Sexually transmitted infections, including HIV/AIDS
 - f) Other minor gynecologic concerns
- 8) Performs appropriate laboratory screening tests.
- 9) Refers clients with suspected abnormal conditions to medical resources, if indicated.
- 10) Refers clients to other professionals or community resources as indicated.
- 11) Conducts family planning education sessions for professional, community, and client groups.
- 12) Maintains and reviews client records, including referral and follow-up systems.
- 13) Participates in the quality assurance component of family planning, e.g., chart audit of nursing/medical care standards.
- 14) Participates in in-service education for agency staff.
- 15) Allocates time regularly to update professional practice, e.g., reading, conferences, professional meetings, etc.

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Adheres to the minimum medical guidelines as outlined in the Title X Nursing Manual.

Adheres to state statute regarding mandatory reporting of child abuse, child sexual assault, and domestic violence.

d. Minimum Qualifications:

1) The Physician Assistant (PA) shall be certified by the State Board of Medical Examiners in the State of Colorado. In order to obtain certification, the Physician Assistant must have completed a Board-approved PA educational program and successfully passed a national certifying examination for Physician Assistants administered by the National Commission on Certification of Physician Assistants. **See the Colorado Department of Regulatory Agencies Medical Board web site for Physician Assistant rules and regulations.**
(<http://www.dora.state.co.us/medical/>)

2) The Physician Assistant should have at least one year of appropriate experience in the area of adult health, women's health, or family planning.

e. Desired Skills, Knowledge, Attitudes:

- 1) Knowledge of needs of clients in regard to sexuality, family planning concepts, family and interpersonal relationships.
- 2) Knowledge of public health principles and practices.
- 3) Knowledge of **the clients' needs**, psychosocial health, etc.
- 4) Knowledge of clinic organization and its implementation.
- 5) Knowledge and acceptance of family planning practices, philosophies, and concerns.
- 6) Ability to maintain confidentiality.

f. Special Requirements:

- 1) Current certification to practice as a Physician Assistant in the state of Colorado
- 2) Collaborative agreement with physician in accordance with Colorado law

3. Family Planning Coordinator

a. Definition of Position:

Ensures the provision of family planning services, counseling, and education to clients served by the agency. This position may be assigned full or part time status, depending upon the size of the local program and may be assigned to a nurse or other staff according to the needs of the agency.

b. Level of Responsibility:

Within a local public health agency, may be directly responsible to the Nursing Director, Agency Director, or designee, and indirectly responsible to the CDPHE Family Planning Program Director.

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c. Examples of Duties and Responsibilities:

- 1) Supervises and schedules personnel for clinics where applicable.
- 2) Initiates conferences with family planning and agency personnel relative to client services.
- 3) Orients agency personnel to family planning services and duties within the program.
- 4) Evaluates work performance of personnel assigned to the family planning services. Meets with staff and indicates modification of activity as needed for their continued education and supervision.
- 5) Conducts in-service education for district community health nurses, community health workers, RN's and LPN's, as well as giving consultation and in-service to local agencies and groups such as schools and other agencies.
- 6) Coordinates the family planning services with the generalized nursing program by establishing a communication system whereby a district community health nurse is informed about her clients and the needed follow-up.
- 7) Assures that Family Planning Program goals and objectives, work plans, quality assurance activities, annual budgets and sliding fee scales are completed and submitted by respective due dates.

In general, is responsible for all aspects of the local program, client care and education, and community development.

Adheres to state statute regarding mandatory reporting of child abuse, child sexual assault, and domestic violence.

d. Minimum Qualifications:

- 1) Graduation from a state/NLN approved school of nursing, and three years experience, at least one of which includes supervision. Family planning nursing experience is desirable;

OR

- 2) A college degree and/or work experience within the social sciences or related field as deemed appropriate by the program personnel and the CDPHE Family Planning Program.

e. Desired Skills, Knowledge, Attitudes:

- 1) Knowledge of needs of clients in regard to sexuality, family planning concepts, family and interpersonal relationships.
- 2) Knowledge of public health principles and practices.
- 3) Knowledge of **the clients'** needs, psychosocial health, etc.
- 4) Knowledge of clinic organization and its implementation.
- 5) Knowledge and acceptance of family planning practices, philosophy and concerns.
- 6) Ability to maintain confidentiality.

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f. Special Requirements:

Current license to practice as a registered nurse within Colorado, or other college degree or experience as described above.

4. Clinic Nurse - Family Planning Services

a. Definition of Position:

Provides nursing counseling, physical assessment, and health history for clients seen within the family planning service of the local health agency.

b. Level of Responsibility:

Responsible to the family planning coordinator within the local agency. Technical and specialty nursing consultation available from the state nursing consultants.

c. Examples of Duties and Responsibilities:

1) Obtains health histories and identifies health needs of individuals and families, may provide parts of the physical assessments, and administers appropriate tests, i.e., Hct.

2) Teaches and counsels individuals on reproductive health issues, including various contraceptive methods.

3) Issues supplies.

4) Initiates referrals to other sources of health care if needed and provides follow-up.

Participates in quality assurance and program evaluation, as appropriate.

Adheres to state statute regarding mandatory reporting of child abuse, child sexual assault, and domestic violence.

d. Minimum Qualifications:

Graduation from NLN, state approved nursing program, with appropriate experience within an outpatient clinic service (one year).

e. Desired Skills, Knowledge, Attitudes:

1) Knowledge of needs of clients in regard to sexuality.

2) Knowledge of family planning concepts.

3) Knowledge of family and interpersonal relationships.

4) Knowledge of clinic function and ability to work in conjunction with other clinic personnel.

5) Knowledge of community health resources for alternate health services.

6) Acceptance and acceptance of family planning concepts, philosophy and practices.

7) Ability to maintain confidentiality.

f. Special Requirements:

Current license to practice as Registered Nurse within Colorado.

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5. Local Physician - Family Planning Services

a. Definition of Position:

The Physician is responsible for providing the medical care component to the local family planning program. The position may be full or part time, depending upon the size of the program.

b. Examples of Duties and Responsibilities:

- 1) Is familiar with the Title X medical guidelines as outlined in the Title X Nursing Manual and agrees to follow them.
- 2) Recommends the contraceptive method of choice after conferring with the client.
- 3) Records findings on client's chart and notes referrals for medical conditions.
- 4) Countersigns recommendations of the nursing personnel and/or **mid-level providers**.
- 5) Agrees to and signs appropriate CDPHE Family Planning Program policies and protocols which have been written and approved by the Medical Policy Advisory Committee (MedPAC).
- 6) Adheres to state statute regarding mandatory reporting of child abuse, child sexual assault, and domestic violence.

7) A physician agreement or job description for the agency's Medical Director/Medical Consultant should include

a) "Medical Director" in the job title

b) Clinical supervision of the Title X Family Planning Program and Title X Program staff

c. Minimum Qualifications:

Physician's license to practice in state of Colorado.

d. Desired Skills, Knowledge, Attitudes:

- 1) Obstetrician, gynecologist, or physician who has completed training in the medical procedures related to contraception.
- 2) Willingness to work with mid-level providers.
- 3) Knowledge and acceptance of family planning practices, concepts and philosophy.
- 4) Understanding of the role of the CDPHE Family Planning Program Medical Director as Medical Consultant in cases where consultation and additional medical expertise is needed. Willingness to work with same and accept recommendations.
- 5) Ability to maintain confidentiality.

6. Clinic Aide/Community Health Worker - Family Planning Services

a. Level of Responsibility:

Responsible to the family planning coordinator.

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b. Examples of Duties and Responsibilities:

Clinic Aide

- 1) Prepares examining room for clinic sessions, assuring an adequate supply of equipment needed for each client seen.
- 2) Prepares client for examination, assists practitioner/clinician with examination and treatment.
- 3) Collects and labels appropriate specimens.
- 4) Performs simple lab tests, e.g., urine dipstick.
- 5) Cleans equipment.

Arranges clinical area and/or interviewing area as needed.

May perform such duties as routine Depo injections and dispensing contraceptives according to existing prescriptions, according to local policy, if there is appropriate training and supervision according to the Board of Nursing Rules, Chapter XIII. (<http://www.dora.state.co.us/nursing/>) or the Board of Medical Examiner Rule 800. (<http://www.dora.state.co.us/medical/>)

Community Health Worker

- 1) Informs individuals in community regarding existence of family planning services.
- 2) Explains methods of contraception and basic human reproduction to those requesting such information.
- 3) Informs individuals of other health and social services in the community.
- 4) Investigates transportation help for women/men who may not be able to drive to health services.
- 5) Serves as an interpreter or translator when there are language and cultural barriers that she/he can overcome.
- 6) Makes follow-up contacts to those clients not seen at clinic or agency.

c. Minimum Qualifications:

Graduation from high school, or having equivalent (GED diploma).

d. Desired Skills, Knowledge, Attitudes:

- 1) Knowledge about the community; may be bilingual.
- 2) Able to understand and communicate information about family planning services.
- 3) Knowledge and acceptance of family planning practices, concepts, and philosophy.
- 4) Ability to maintain confidentiality.

e. Use of Non-Licensed Personnel to Administer Depo Reinjections

Since non-licensed personnel do not have the authority to administer injections, their ability to perform this activity is dependent on delegation from either a physician or a registered nurse. Each agency should have documentation of the education, training, and proficiency testing that non-

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licensed personnel have completed in order to perform delegated tasks.

- 1) Physician Delegation: All supervision is the responsibility of the physician. The Colorado Medical Board (CMB) Rule **800** states **in section IV. H. "Except as otherwise provided in these Rules,** a physician must be on the premises and readily available to provide adequate personal and responsible direction and supervision" **and I.** "Where a delegatee is acting pursuant to specific and detailed written protocols and where adequate written emergency protocols are in place, the presence of the delegating physician on the premises may not be necessary. However, a delegating physician must be available to attend to the patient." Please see the **Colorado Medical Board** web site

<http://www.dora.state.co.us/medical/> for Rule 800 and all Physician delegation requirements.

- 2) Registered Nurse (RN) Delegation: All supervision is the responsibility of the RN, and delegation must follow the rules set out by the Colorado Board of Nursing (BON). (See the **Colorado Board of Nursing** web site <http://www.dora.state.co.us/nursing/> for the Nursing Rule Chapter XIII)
 - a.) Delegation is always client and delegatee specific, and within a specific time frame, meaning that the RN determines which non-licensed staff can administer Depo to which specific client.
 - b.) Non-licensed personnel cannot operate under standing orders. Each injection must be delegated by the RN for a specific client.
 - c.) The RN responsible must document the delegated procedure in the client record. This can be accomplished by the RN's co-signature of the entry documenting the injection. If the clinic uses non-licensed personnel for this function, and a standard form is used for Depo re-injection visits, agencies should consider adding a line for the RN to sign stating to whom the visit was delegated. Alternatively, a policy could be established that defines what a RN co-signature on the Depo entry means.

7. Clerk/Secretary-Family Planning Services

- a. Definition of Position:

Performs general clerical functions.
- b. Level of Responsibility:

Works under the supervision of the Family Planning Coordinator.
- c. Example of Duties and Responsibilities:
 - 1) Acts as a receptionist; types correspondence and other communications; answers phones.
 - 2) Maintains log sheets, ledgers; collects fees and donations.
 - 3) Does inventory and replenishes office and nursing supplies.
 - 4) Maintains client records and general office files.
 - 5) Verifies accuracy of health worker's daily and clinic reports.

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- 6) Pulls records for clients seen at clinic.
 - 7) Prepares appointment lists and clinic roster for each clinic session.
 - 8) Completes client data forms.
 - 9) Makes appointments for needed referral services.
 - d. Minimum Qualifications:
 - 1) Graduation from high school, or equivalent; business course desirable.
 - 2) At least one year of general clerical experience.
 - e. Desired Skills, Knowledge, Attitudes:
 - 1) Knowledge of simple bookkeeping practices; ability to organize files; do general office work.
 - 2) Basic computer skills.
 - 3) Ability to relate to the public and respect confidentiality of information.
 - 4) Acceptance of family planning practices, concepts, and philosophy.
8. Clinic Health Educator - Family Planning Services
- a. Definition of Position:

General responsibility for health education of individuals and groups in all aspects of family planning programs and concepts.
 - b. Level of Responsibility:

Responsible to the family planning coordinator. Position may be full or part time.
 - c. Examples of Duties and Responsibilities:
 - 1) Teaches family planning concepts in clinic, home visits, and/or community programs, e.g., schools.
 - 2) Educates clients during family planning clinics.
 - 3) Assists in preparation and dissemination of educational materials, such as reports, pamphlets, posters, news releases.
 - d. Minimum Qualifications:
 - 1) Graduation from college or any combination of experience in training equivalent to a bachelor's degree.
 - 2) Work experience as deemed appropriate by program personnel
 - e. Desired Skills, Knowledge, Attitudes:
 - 1) Knowledge and acceptance of family planning philosophy, concepts and practices.
 - 2) Ability to maintain confidentiality.

The following is a sample of a Provider Agreement. This form can be downloaded from

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the CDPHE Family Planning Program website at:

<http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618366665>

I agree to see clients in the _____ Family Planning Program.

I understand that I must be licensed to practice in the State of Colorado.

My license number is _____ and the date of expiration is _____.

I also understand that I must have a current Liability Insurance Policy.

My policy carrier and policy number is _____.

I understand that I will be reimbursed by the _____ Family Planning Program in one of two ways. I further understand and agree that I will not directly bill any clients for family planning services provided by me.

Compensation Options	Reimbursement Cost	
• Hourly compensation	Option A: Hourly compensation	
OR	OR	
	Option B: Fee for service at following rates	
• Initial or annual visit	\$	per initial or annual visit
• IUD insertion / removal	\$	per insertion \$ per removal
• Contraceptive visit	\$	per contraceptive visit
• Problem visit	\$	per problem visit
• Implanon insertion / removal	\$	per insertion \$ per removal
• Colposcopy / biopsy	\$	per colposcopy \$ per biopsy
• Cryotherapy	\$	per cryotherapy

Compensation option chosen: ☐ Option A ☐ Option B

I understand the program's responsibilities to be:

- 1) Taking client's height, weight and blood pressure, and other tests as indicated: hematocrit, urine for sugar and protein, pregnancy test, etc.
- 2) Counseling client on all methods of contraception, content of examination, any necessary anatomy and physiology, and other required counseling, as well as providing written information to client.
- 3) Providing hormonal contraceptives, IUDs, diaphragms, and supplies to do the Pap tests and Chlamydia tests.

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I understand that my responsibilities might include:

- 1) Physical examination for initial and annual visits including: thyroid, breast examination with instruction on breast self-examination, heart, lungs, abdomen, extremities, pelvic exam (including visualization of cervix and bimanual exam), rectal exam, Pap test, and such additional examination as deemed appropriate.
- 2) Determination of appropriate method of contraception after consideration of the findings of the medical history (to include family history), physical examination and laboratory tests, keeping in mind that the personal preference of the client is a prime consideration unless the method selected has medical contraindications.
- 3) IUD insertions when IUD is being inserted initially or being replaced (IUD is supplied by program, if available or appropriate).
- 4) **Hormonal implant** insertions when **the hormonal implant** is being inserted initially or being replaced (**hormonal implant** is supplied by program if available or appropriate).
- 5) Contraceptive revisits, including visits for IUD check (required to be done about 2-3 months after insertion), evaluations and problems with contraceptive method, and diaphragm checks (required to be done about 4 weeks after fitting).
- 6) Problem visits, including vaginitis and other minor gynecologic problems.
- 7) Recording of all aspects of examination and visit in client's record.
 - a) I understand that there is a record audit process through the Colorado Department of Public Health and Environment, and that client records will be reviewed and evaluated at least every three years.
 - b) Any recommendations will be made to me for implementation.

Physician Name _____

Physician Signature **Date**

Family Planning Program Coordinator **Date**