

**FAMILY PLANNING PROGRAM****SECTION:** Quality Assurance**POLICY AND PROCEDURE MANUAL****SUBJECT:** Clinician Review

POLICY: Each delegate agency with clinicians must do a clinician review.

PROCEDURE:

1. Each delegate agency with a clinician must have on file a clinician review. The on-site clinician review will be completed at the triennial site review.
2. Clinicians hired into a Family Planning Program should complete the on-site clinician review process within six months of their hire date. (The decision not to complete the clinician review process may be based on prior experience in a North Dakota Title X Family Planning Program.)
3. The on-site clinician review process can also be completed at any time at the discretion of the delegate director (i.e., concerns about a provider's performance or knowledge).
4. An annual clinician chart review/audit will be completed annually. The reviewer will be assigned by the state office.
5. Corrective Plan of Action: A plan must be done for any criterion that receives a U – Unsatisfactory. A mutually agreed upon second reviewer may be consulted before the action plan is implemented. The corrective plan of action must occur within six months of the date of the form. It is only necessary to focus on those areas that received an unsatisfactory rating.
6. Employees who are flex time (prn) must have over site on a consistent basis by another practitioner assuring competency is maintained. This oversight must be documented on an annual basis.
7. Clinicians in agencies having triennial site reviews will have reviews done by the state clinician consultant, state office staff or a designated clinician.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 30, Section 10.4, Quality Assurance and Audit.
2. Scope and Standards of Advanced Practice Registered Nursing American Nurses Association - 1996.