

 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 113.10	Page 1 of 4
	Effective Date: May 1, 2022	
	Distribution: A	
	Supersedes: 113.10 (3/1/19)	
Approved by: Lisa Helton		
Subject: CREDENTIALS OF CLINICAL PERSONNEL		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 63-6-201, TCA 63-10-209, TCA 63-10-210, and TCA 63-10-212.
- II. PURPOSE: To specify qualifications for all persons working in institutional clinical service and to ensure compliance with laws governing the delivery of clinical services.
- III. APPLICATION: Wardens, Associate Warden of Treatment, Superintendents, Deputy Superintendent, health administrators, behavioral health administrators, contract healthcare staff and behavioral health staff, and privately managed institutions.
- IV. DEFINITIONS:
 - A. Clinical Service Authority: The health administrator, behavioral health administrator, or other individual designated, locally, as responsible for the management or coordination of clinical services at a facility.
 - B. Mid-Level Provider: A clinical professional with advanced practice training that legally authorizes him/her to treat patients and prescribe medication under protocols developed by his/her supervising physician. Mid-level providers may include (but are not limited to) a physician assistant, a nurse practitioner, or a clinical nurse specialist (CNS) with a Master's Degree level of training and a certificate of fitness.
 - C. Preceptor: A licensed, healthcare provider, mental health care provider, or licensed or certified alcohol and drug counselor who gives personal instruction, practical experience, training, and supervision to a student or intern of their same discipline.
 - D. Qualified Clinical Service Personnel: Personnel, whether in the employ of the State or of a contractor, who are legally authorized by licensure, registration, or certification to perform direct or supportive healthcare service, mental health service or support or substance use program services and whose primary responsibility it is to provide clinical services to inmates in the custody of the Tennessee Department of Correction (TDOC). Examples of qualified clinical service personnel include, but are not limited to, physicians, dentists, mid-level providers, nursing assistants, psychologists, licensed social workers, licensed or certified alcohol and drug counselors (LADAC, ICRC-AODAC, NAADAC I, II, or Master's Degree level NAADAC certification), Licensed social workers (LCSW), licensed professional counselors (LPC), licensed psychological examiners (LPE), or licensed marriage and family therapists (MFT).
- V. POLICY: All qualified clinical service personnel providing services to inmates in the custody of the TDOC shall meet licensure, certification, registration, and/or training requirements as established by state law and/or the Health-Related Boards of the Tennessee Department of Health.
- VI. PROCEDURES:

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- A. Written verification of the current license, certification, and/or registration of the institutional and contract clinical personnel shall be maintained by the health administrator, behavioral health administrator, and substance use program managers for their particular disciplines. This documentation shall be verified annually and available for inspections/reviews, quality assurance credentials reviews, and accreditation audits.
- B. The medical and behavioral health contractors are responsible for providing copies of all required credentials of contract employees and/or subcontractors, including any agency and/or temporary providers.
- C. All qualified clinical service personnel shall practice within the scope of their credentials and applicable laws.
 - 1. Physician's Assistant, Nurse Practitioners (NP), and advance practice nurses (practitioners, clinicians, and specialists) shall practice under the clinical supervision of a licensed physician and shall practice within the limits of applicable state laws and regulations.
 - 2. The clinical service authorities for each discipline shall provide and review annually a written functional job description for all qualified clinical service personnel outlining services consistent with their level of training and experience. If the institution employs healthcare personnel other than a licensed provider (i.e., nursing assistants), the care is provided pursuant to approved written standing orders or direct orders by personnel authorized by law to give such orders. Each institution shall include such written standing orders in their Health Services Unit Manual. The "Scope of Services" section of a private provider's contract may be used in lieu of a job description.
 - 3. At institutions where clinical service authorities do not supervise all qualified clinical service personnel, the Associate Warden of Treatment/Deputy Superintendent or designee shall approve the job description or contract responsibilities of those individuals not under the supervision of the Clinical Service Authority.
- D. The health and behavioral health administrators, care staff, contract health, and behavioral health staff shall obtain the full legal signature and initials of each qualified clinical professional authorized to document in the health record. The Signature Legend, CR-2775, shall be utilized for this purpose and maintained by the clinical service authorities for each discipline, or in the medical records clerk/administrator's files.
- E. Documenting Credentials
 - 1. A current copy of each qualified clinical services personnel's license/verification, drug enforcement agency card, cardiopulmonary resuscitation (CPR), and other credentials shall be on file at all correctional facilities where he/she may provide treatment services. A copy of each shall remain in the health or behavioral health administrator's office files of all facilities where the provider is scheduled to work.

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2. CPR certifications shall require hands-on skills demonstration as part of the curriculum as verified by the entity the certification is issued from (i.e., American Red Cross or American Heart Association).

F. Students and Interns: When health or mental health care students and/or interns are utilized in the delivery of clinical care, their services shall be supervised by their preceptor. Preceptors shall ensure interns act within the scope of their licensure or certification, as defined by state law and the Health-Related Boards Division of the Tennessee Department of Health. Interns shall also be given training and orientation concerning appropriate behavior in TDOC institutions.

VII. ACA STANDARDS: 5-ACI-6A-28, 5-ACI-6B-03, and 5-ACI-6B-11.

VIII. EXPIRATION DATE: May 1, 2025

