

<b>SPECIAL PROGRAMS FOR YOUTH</b>	<b>Policy Number:</b>
Policy Title: 1.1404 Health Care Staff Qualifications Corresponds to: Title 15, Article 8, Section 1404	Written: 3/15/2013 Revised: 2/2019 Approved by: Mona Tahsini, MFT- SPY Director



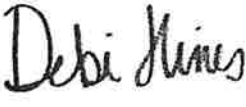


**I. POLICY**

- A. SPY’s managers shall, at the time of recruitment for health care positions, develop education and experience requirements that are consistent with the community standard and the needs and understanding of the youth at the Juvenile Justice Center. Hiring practices will take into consideration cultural awareness and linguistic competence.
- B. State licensure, certification, or registration requirements and restrictions that apply in the community, also apply to health care staff who provide services to youth at JJC.
- C. Appropriate credentials shall be accessible at the Central Office of the SFDPH for review.
- D. The Director of SPY and designees shall assure that position descriptions and health care practices require that health care staff receive the supervision required by their license and operate within their scope of practice.

**II. PROCEDURES**

- A. SPY managers will review job descriptions at the time of their posting for new hires to assure that they require the generally accepted licensing, training, and experience for medical and behavioral health professionals working with youth in Juvenile Justice, and specifically address the needs of youth at the JJC. .
- B. SPY managers coordinate with the Human Resources in the Central Office of the San Francisco Department of Public Health to assure that SPY professional staff credentials are compliant with community standards for each profession.
- C. Professional credentials are kept on file at the Central Office of the San Francisco Department of Public Health which periodically reviews them and ensures staff working at SPY have current credentials. SPY Managers may maintain an unofficial copy of these credentials to aid auditors and staff. It is SFDPH policy that professional staff may not work or receive paid time off if credentials required for their position are not current. While the SFDPH maintains these records and has procedures to notify staff in advance of lapsing credentials, it is ultimately the responsibility of individual staff to maintain their required credentials.
- D. The Nurse Manager shall clinically supervise nursing and medical assistant staff. The Director of SPY will administratively supervise medical and behavioral health staff. The Medical Director shall clinically supervise physicians and nurse practitioners working in a primary care role at SPY, the Director of COPC Dental services will supervise dentists and dental assistants, and the Medical Director of Behavioral Health or designee shall supervise behavioral health professionals.

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Policy# 1404	Approved by:
Review date:	 Digitally signed by Mona Tahsini Date: 2020.02.05 15:24:52 -08'00' Mona Tahsini, MFT Director, SPY
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	 Digitally signed by Katherine Miller Date: 2020.05.27 09:19:14 -07'00' Katherine Miller Chief Probation Officer, Juvenile Probation Department