

Title: Personnel Records and Licensure Verification	Policy Number: 5.1
Approved By: Joe Holliday MD, MPH	Program Area: Family Planning
Effective Date: 1988	Revised Date: 7/09

**Purpose Statement of policy:**

To establish and maintain personnel policies that comply with applicable Federal and state requirements including Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, and Title I of the Americans with Disabilities Act.

**Definitions:**

Defined within the personnel records and licensure verification policies the following areas must be addressed:

- Title X projects are administered by a qualified project director.
- The clinical care component operates under the responsibility of a medical director who is a licensed and qualified physician with special training or experience in family planning.
- Protocols exist that provide all project personnel with guidelines for client care.
- Personnel records are kept confidential.
- Licenses of applicants for positions requiring licensures are verified prior to employment and that there is documentation that licenses are kept current.
- Title X projects must provide for the orientation and in-service training of all project personnel.
- Documentation of continuing education should be maintained and used in evaluating the scope and effectiveness of the staff training program.
- Project staff should be broadly representative of all significant elements of the population to be served by the project, and should be sensitive to and able to deal effectively with the cultural and other characteristics of the client population.

**Responsibilities:**

It is the responsibility of the local health department and its designated personnel to develop, implement, and insure compliance among all staff on the administration of personnel policies.

**Policy:**

The local health department will insure that written policies are in place that addresses the above required areas in the definition section for all personnel issues.

**Legal Authority:**

This policy is based on Title X regulations (January, 2001) Sections 6.5 and 6.6 concerning personnel management.

**References:**

Title X Guidelines can be accessed at:

[https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document\\_id=7157](https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document_id=7157)

**Example policies may be obtained from the Women's Health Regional Nurse Consultants**