

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: CLINICAL SUPERVISION

ANNUAL REVIEW: January

PERSON RESPONSIBLE FOR REVIEW: Director, Human Resource Management

LAST REVISION DATE: October 2010

GENERAL

Central State Hospital provides a wide array of professional services. Practitioners must meet state and federal requirements to engage in their respective professions. Others may assist in the practice but only when clinically supervised by a qualified clinician in accordance with state and federal requirements.

PURPOSE

Each licensed profession has a Professional Discipline Chief that directs and coordinates that professional practice throughout Central State Hospital. All practitioners receive clinical supervision through this Professional Discipline Chief or through a qualified designee. For the purpose of this policy, clinical supervision includes, but is not limited to, the provision of technical/professional supervision for the purpose of direct care service delivery, competency and performance improvement.

Administrative supervision of the practitioner may be assigned to a Service Area Chief, Service Director, Team Leader, manager, or other administrator. In such instances, both the administrator and the Professional Discipline Chief (or designees) dually supervise the practitioner. Dual supervision is not required when the employee's licensure, certification or professional degree is unrelated to the work being performed. For example, the Service Director, who happens to be a Licensed Clinical Social Worker (LCSW), would not require dual supervision because their duties are not in the actual performance of Social Work.

Central State Hospital is comprised of two distinct client care service groups with each serving a specialized population of clients. In some instances, "best practices" of a profession may vary based upon the client population being served. The Professional Discipline Chief may assign a designee who is a practitioner that possesses expertise in the practice of the profession with the client population of that area. The designee assists the Professional Discipline Chief in the clinical supervision of practitioners within the service area.

Each professional discipline varies in terms of scope and volume of services. As a result of these differences, the Professional Discipline Chief, may be assigned in different ways, as follows:

1. May be a department head with both professional and administrative authority over members of that profession.
2. May have other primary responsibilities, with this function as an "add-on" responsibility.
3. May have a professional client caseload with this "add-on" responsibility.

PRIMARY FUNCTIONS OF THE PROFESSIONAL DISCIPLINE CHIEFS

1. To insure that those professionals (requiring license/certification/registration) who are assigned administrative supervision receive oversight and supervision of their clinical responsibilities and duties by a qualified member of the profession. The following on-going compliance will be used:
 - a. HR will verify paper copy of license/certification/registration provided during the hiring process via the state of Georgia on-line process @ www.sos.georgia.gov.
 - b. Each Professional Discipline Chief will maintain an active spreadsheet of all personnel requiring a license to perform their duties.
 - c. Spreadsheet at a minimum will contain the following information:
 - Current Date
 - Name of Employee
 - License Type
 - Expiration Date
 - Last Verified Date
 - By whom verified
 - Comment section will also be included to note discrepancies.
 - d. Each Professional Discipline Chief will be required to conduct an audit quarterly. The sample size of the audit will be based on the number of staff requiring audit. Below is the Joint Commission guideline for audit sample sizes:
 - For population less than 30, 100% sample size
 - For population size of up 100, sample size of 30
 - For population size of 101 to 500, sample size of 50
 - For population size of over 500, sample size of 70
 - e. Audits will be maintained by each Professional Discipline Chief, who will provide proof of audit when requested to do so.
 - f. At a minimum, each Service Area Chief will be required to present audited information to the HR Function Team at the end of each quarter during the

monthly Function Team meeting. Each Professional Discipline Chief will provide the Service Area Chiefs with the following information:

# requiring license_____	Sample Size_____	% of files that included evidence of primary source of licensing/certification/registration	% of files with up to up to date_____
-----------------------------	---------------------	---	--

- g. HR will maintain copies of the slides presented by each Service Area Chief during the HR Function Team Meeting.
2. To insure that staff assigned to perform clinical duties are competent and that competency files are established and maintained in accordance with hospital, state and federal guidelines. The following on-going compliance will be used:
- a. Each Professional Discipline Chief will have primary responsibility for ensuring an on-going evaluation and review of competency folders, including the inclusion of the annual performance management evaluation.
 - b. Each Professional Discipline Chief will be required to conduct an audit quarterly. The sample size of the audit will be based on the number of staff requiring audit. Below is the Joint Commission guideline for audit sample sizes:
 - For population less than 30, 100% sample size
 - For population size of up 100, sample size of 30
 - For population size of 101 to 500, sample size of 50
 - For population size of over 500, sample size of 70
- Audit will ensure competency folder contains the following information:
- Performance Management Form (most recent and past as well)
 - Training certificates and required courses
 - License(s)
 - Supervisor Notes
 - Disciplinary Actions (if any)
 - Any other documents required by the department or CSH
- . Each Professional Discipline Chief's will maintain a by name adhoc/spreadsheet with the following information:
- Current Date
 - Name of Employee
 - Date of Audit
 - By whom Audited
 - Comment section will also be included to note discrepancies.

- d. Each Professional Discipline Chief's will provide proof of audit as directed to do so.
- e. At a minimum, each Service Area Chief will be required to present audited information to the HR Function Team at the end of each quarter during the monthly function team meeting. Each Professional Discipline Chief will provide each Service Area Chief with the following information:

<u># requiring license</u>	<u>Sample Size</u>	<u>Percent of files that included evidence of primary source of information as noted in 2b above</u>
----------------------------	--------------------	--

- f. HR will maintain a copy of the slides presented by each Service Area Chief.
3. To support and encourage discipline related training opportunities on an ongoing basis for members of the profession.
 4. To develop and maintain the profession's official service plan for the client care service areas of Central State Hospital, to cover all relevant age groups and disability types. These plans will be approved by the Medical Executive Committee.
 5. To coordinate clinical performance improvement processes, including representing the designated discipline during the Clinical Quarterly Reviews. Disseminate information to appropriate staff members to insure corrective measures are implemented.
 6. To be familiar with regulatory requirements governing the profession within the various disability groups. May consult with disability specific "experts" as necessary.
 7. Responsible for evaluating professional discipline specific performance for both the MRF and PMF.
 8. To establish, evaluate, and document annual clinical competencies.
 9. Has joint responsibility, along with the administrative supervisor, with hiring professionals.
 10. Has joint responsibility, along with the administrative supervisor, into decisions regarding disciplinary actions.

Approved:

This policy was approved by the CMO and CEO in October 2010