**PERSONAL AUTHORIZATION FOR CENTER NURSING STAFF**

This authorization includes a list of patient care activities that may be performed by the center nursing staff; it is not all-inclusive. The Health and Wellness Director (HWD), in consultation with the Center Physician/Nurse Practitioner (NP)/Physician Assistant (PA), should complete this personal authorization for each member of the center nursing staff. A copy of each staff member's form should be kept in the health and wellness center; the original is filed in the employee's personnel record.

The level of delegation should be determined not only by the education, experience, and training of the nurse in question, but also by the preferences of the Center Physician/NP/PA. All center health staff and providers shall follow accepted professional standards of care and are subject to prevailing state laws. Authorized nursing duties must be consistent with individual State Nurse Practice Acts. Authorizations for new health staff should be completed and forwarded to the Regional Nurse Specialist (RNS) for review within 15 days of employment. Additionally, a copy of the personal authorization for each nurse must be submitted with the healthcare guidelines memo annually to the RNS. The RNS will be reviewing nursing licenses annually to ensure license is active and unencumbered/unrestricted.

Under this authorization,  , RN or LPN, (license # ) may perform the procedures that are listed below:

1. Review Job Corps Health Questionnaire (ETA 6-53), and health information provided by other care providers
2. Obtain and review the student’s medical history using the Job Corps Health History Form
3. Complete nursing assessment on all students
4. Obtain specimens for routine laboratory testing as ordered
5. Perform laboratory tests when ordered, including:
   1. Pregnancy test
   2. Dipstick urinalysis
   3. Drug screens
   4. Throat culture
   5. Hemoglobin or hematocrit
   6. Leukocyte esterase
   7. STD/STI screens
   8. Other as ordered
6. May sign off on normal or negative laboratory results and provide to the student.
7. Provide immunizations to students according to Job Corps policy or provider’s orders
8. Provide basic first aid for minor problems (i.e., sprains, contusions, abrasions)
9. Provide basic first aid for major problems (i.e., CPR, shock, control of bleeding)
10. Case manage chronic medical conditions
11. Administer over-the-counter medication
12. Administer prescribed medication
13. Implement treatment guidelines
14. Additional duties as assigned:

**Center Physician or NP/PA Signature** **Date**

Under this authorization, , RN, LPN, LVN, RDH, DA may perform the following procedure:

Dental Readiness Inspections

**Center Physician or NP/PA Signature** (in the case of an on-center Dentist **Date**

vacancy or when the Center Dentist is located at an off-center dental

facility)

**Center Dentist Signature**  **Date**

**Note regarding the Dental Readiness Inspection:**

This authorization includes the Dental Readiness Inspection that may be performed by the nurse when the dental facility is off-center or when the dentist, dental assistant and dental hygienist are unavailable to perform it. The Center Physician signs the authorization when the nurse will perform it under these conditions. A pre-requisite to receiving the authorization is viewing the Dental Readiness Inspection Training video available on the Job Corps Support Services Health and Wellness website on the Webinars page at: <https://supportservices.jobcorps.gov/health/Pages/Webinars.aspx>.

The inspection technique, documentation requirements, and oral examination consent/refusal process are also described in the Center Dentist Desk Reference Guide. A copy of each delegated staff member's form should be kept in the health and wellness center and the original is filed in the employee's personnel record. The authorization should be forwarded to the RNS for review within 15 days after the delegated staff member signs the form.