**PERSONAL AUTHORIZATION FOR NON-HEALTH STAFF**

This authorization contains a list of suggested activities for student care that may be performed by Job Corps non-health staff. There should be a copy of the personal authorization on file in the health and wellness center for each center staff member who may be called on regularly to assist sick or injured students. The original should be filed in the employee's personnel record. A copy should also be kept in the dormitory and safety office for reference.

Non-health staff should refer all emergency or urgent situations to health and wellness center personnel if readily available; if unavailable, contact an emergency rescue team. The Center Physician/health care provider, with the assistance of the health staff, will be asked to indicate which tasks can be delegated to such members of the non-health staff by checking either the YES or NO column.

The level of delegation should be determined not only by the education, experience, and training of the staff member in question, but also by the preferences of the Center Physician.

Each Personal Authorization for Non-Health Staff should be individualized based on his/her job duties/title. Each Authorization must include the staff person’s title and date, and the center must have one for each staff member.

The Personal Authorizations for Non-Health Staff should be reviewed yearly, but only need to be revised when a staff person changes job positions or within 15 days of a new hire.

Authorizations for non-health staff members do not have to be submitted, but should be kept on center readily available for use and Health and Wellness Program Compliance Assessments and other reviews. A copy must be kept in the Health and Wellness Center.

This is a suggested listing. The Center Physician/health care provider should feel free to make additions or revisions to this list if necessary.

### Personal Authorization for Non-Health Staff functionS in Absence of Health Staff Member

### Name:

### Title:

|  |  |  |
| --- | --- | --- |
| **FUNCTIONS** | **YES** | **NO** |
| 1. Monitor students’ use of prescription medications |  |  |
| 1. Make available prescription medication |  |  |
| 1. Make available over-the-counter medications and devices (e.g., Tylenol, Maalox, condoms): |  |  |
| 1. Obtain and record vital signs including: |  |  |
| 1. Temperature |  |  |
| 1. Pulse |  |  |
| 1. Respiration |  |  |
| 1. Blood pressure |  |  |
| 1. Implement Symptomatic Management Guidelines (SMGs) |  |  |
| 1. Give first aid for minor problems not addressed in the SMGs |  |  |
| 1. Give basic first aid for major problems including: |  |  |
| 1. Cardio-pulmonary Resuscitation (CPR) |  |  |
| 1. Treatment of shock |  |  |
| 1. Control of bleeding |  |  |
| 1. Splinting or stabilizing of fractures |  |  |
| 1. Conduct alcohol testing based on suspicious behavior |  |  |
| 1. Call Health and Wellness Director or designated after hours contact person |  |  |
| 1. Call the nurse or physician directly |  |  |
| 1. Send the student to the emergency room directly |  |  |

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**Center Physician/NP Signature**  **Date**