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| Name of Policy: | <u>Supervision for non-certified or non-licensed personnel</u> |  |
| Policy Number: | 3364-134-108 | |
| Department: | Radiation Oncology | |
| Approving Officer: | Chief Executive Officer, UTMC Professor & Chairman, Radiation Oncology | |
| Responsible Agent: | Technical Manager, Radiation Oncology | |
| Scope: | Radiation Oncology | |
| | | Effective Date: 7/1/2023 |
| | | Initial Effective Date: 10/1/2017 |
| <input type="checkbox"/> New policy proposal | | <input type="checkbox"/> Minor/technical revision of existing policy |
| <input type="checkbox"/> Major revision of existing policy | | <input checked="" type="checkbox"/> Reaffirmation of existing policy |

(A) Policy statement

Supervision requirements for non-certified or non-licensed personnel and assistants participating in the treatment/planning processes will be under the direct supervision of the appropriate discipline and certified personnel. The appropriate discipline will retain ultimate authority and responsibility for the professional services provided to patients and all decisions related to the management of the patient.

(B) Purpose of policy

To ensure that non-certified or non-licensed personnel and assistants are provided supervised access to patient care and are provided with clinical education.

(E) Procedure:

1. The non-certified or non-licensed personnel and assistants will have to meet the minimum requirements of HIPAA training and HR requirements to get access to clinical and patients' areas.
2. These individuals will be assigned a primary supervisor to report for managing their progress and learning.
3. A list of practice plans covering various sites will be provided and the trainee will be taught methods and techniques to generate treatment plans via didactic in class training as well as hands on using a treatment planning computer system.
4. Practice plans will be evaluated for optimization, deliverability, and quality.
5. After reaching a satisfactory level of competency, the trainee will be assigned actual patient plans to generate a preliminary treatment plan to be reviewed by certified personnel.
6. A certified staff member will review and further optimize plan and present to physician for approval.

