



**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL**

SECTION: Program Administration
SUBJECT: Medical Director

POLICY: The medical care component of each delegate agency shall operate under the supervision and responsibility of a medical director.

GUIDELINES:

1. Each delegate agency shall have a medical director who reviews and supervises the medical component of the program.
2. The medical director shall be a licensed and qualified physician with special training or experience in family planning. His/her licensure shall be verified upon signing the contract and annually.
3. The agency shall maintain a written agreement with said physician which includes at least the following:
 - a. adherence to Title X guidelines
 - b. scope of work
 - c. reimbursement
 - d. consultation and availability
 - e. responsible for their own malpractice/liability
 - f. reviewed annually
4. The medical director shall at a minimum:
 - a. review and approve policies and procedures for the care and treatment of clients, as developed and annually thereafter.
 - b. sign charts within one week of client's appointment, which include transcriptions of contraceptives and medications by midlevel practitioners without prescriptive authority.
 - c. review and sign protocols.
 - d. be available for consultation.

References:

1. Federal Register, Vol. 45 No. 108, June 3, 1980, 59.5(b) 6.
2. Program Guidelines for Project Grants for Family Planning Services 2001, pp. 9-10, Section 6.5, Personnel.