

# **SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER**

## **POLICY AND PROCEDURE MANUAL**

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### **Policy 601 – Administrative Organization and Management of OBMAT Programs**

Southern Highlands Community Mental Health Center shall identify a program administration, medical director, program physician(s), and counseling staff.

#### **Program Administrator**

The administrator of the SHCMHC OBMAT program shall have at a minimum a bachelor's degree in an appropriate area of study and a minimum of two years of experience in the fields of substance use disorders, behavioral health or health care administration; or a master's degree in an appropriate professional area of study; or six years of experience in the fields of substance use disorders, behavioral health or health care administration.

The administrator is responsible for the oversight of the day-to-day operation of the OBMAT program in a manner consistent with the laws and regulations of the United States Department of Health and Human Services, Drug Enforcement Administration (DEA), and the laws and rules of the state of West Virginia.

Duties of the administrator include:

- Contribution to the development of policies and procedures for operation of the program;
- Maintenance and security of the facility;
- Employment, credentialing, evaluation, scheduling, training and management of staff;
- Protection of patient rights;
- Conformity of the program with federal confidentiality regulations, namely, 42 C.F.R. Part 2;
- Security of medication storage and safe handling of medications;
- Contribution to the management of the facility budget;
- Implementation of program policies and procedures;
- Communication with the medical director, and
- Maintenance of documentation regarding the medical director's training and experience in a file that is current and readily available at all times.

#### **Medical Director**

The SHCMHC OBMAT program shall have a designated medical director. The medical director shall:

- Have a full, active and unencumbered license to practice allopathic medicine or surgery from the West Virginia Board of Medicine or to practice osteopathic medicine or surgery from the West Virginia Board of Osteopathic Medicine in this state.
- Complete the requirements for the Drug Addiction Treatment Act of 2000, if he or she prescribes partial opioid agonist; and
- Demonstrate experience in substance use disorder treatment or medication-assisted treatment or have a written plan, not to exceed 12 months, to attain competence in substance use disorder treatment or medication-assisted treatment.

The medical director shall maintain authority over the medical aspects of treatment offered by the SHCMHC OBMAT program. The medical director is responsible for:

- Operation of all medical aspects of the treatment program;
- Administration and supervision of all medical services;
- Compliance with all applicable federal, state and local laws, rules and regulations;
- Maintenance of his or her continuing medical education in the field of substance use disorder treatment and medication-assisted treatment on a documented and ongoing basis;
- Approval of the basic and continuing education programs of all staff employed by or volunteering at the OBMAT program; and
- Determination of the ability of the program physicians and physician extenders to work independently within the applicable scope of practice.

The medical director shall work with the management team to ensure regulatory compliance and work out those duties specifically assigned to the medical director.

SHCMHC may designate co-medical directors.

Within 10 days after the withdrawal or termination of the medical director, management of the program shall notify the secretary of the identity of another medical director for the program. Another licensed physician shall assume the duties of the medical director on a temporary basis, not to exceed 60 days, until a new medical director is identified and begins work at the program. The interim physician may be a physician employed by or associated with the program either internally or externally.

### **Professional Medical Staff**

The SHCMHC OBMAT program may employ and use program physicians, physician extenders and other health care professionals working within their scope of practice who have received sufficient education, training, experience, or any combination thereof, to enable that person to perform the assigned functions. All physicians, nurses and other licensed professional care providers must comply with the credentialing requirements of their

respective professions. The SHCMHC OBMAT program may only employ registered nurses, advance practice registered nurses and physician's assistants as physician extenders.

All physicians and physician extenders employed by the SHCMHC OBMAT program shall meet the following requirements:

- Be actively licensed in West Virginia and shall have a minimum of one year's experience in substance use disorder treatment and medication-assisted treatment settings; or
- Active enrollment in a plan of education for obtaining competence in medication-assisted treatment methods and substance use disorders that is approved by the medical director. The medical director shall certify the individual's completion of the plan of education when, in the discretion of the medical director, it is satisfactorily accomplished; and
- Complete the certification, training programs or continuing education programs recommended and approved by the medical director of the OBMAT program.
- During all hours of operation, SHCMHC OBMAT program shall have an actively licensed program physician or designee on call and available for consultation with other staff members at any time.

During all hours of operation, SHCMHC OBMAT shall have present and on duty at the program at least one of the following actively-licensed health care professionals:

- Physician
- Physician's assistant
- Advance practice registered nurse
- registered nurse

### **Plans of Education**

Program physicians and physician extenders operating under a plan of education shall be supervised by the medical director at a frequency appropriate for the qualifications and experience of the employee.

The program administrator of the SHCMHC OBMAT program or their designee shall document when an employee undertakes a plan of education; maintain all records regarding plans of education for the professional medical staff; and ensure that the medical director monitors and certifies satisfactory completion of each plan of education.

The medical director shall approve each plan of education and the ability of program physician or physician extender to work independently within his or her scope of practice. The medical director shall document an employee's successful completion or a plan of

education and approval to provide services on an independent basis within his or her scope of practice.

The state opioid treatment authority may request periodic documentation of continuing education during the probationary period and afterward if the documentation provided at the end of that period is not satisfactory.

### **Counseling Staff**

Counseling through the SHCMHC OMBAT program shall be provided by counseling staff that meet the qualifications as described in West Virginia Code § 16-5Y-5(d).

The SHCMHC OMBAT program shall assign or make referral to a primary counselor for each patient to contribute to the appropriate treatment plan for the patient and to monitor patient progress.

The SHCMHC OMBAT program's policies and procedures shall ensure sufficient counseling staff to meet the needs of the patient population to comply with the requirement of this rule.

Any unlicensed or uncertified counseling staff employed or used on a referral basis by the program shall be directly supervised by a licensed or certified professional or advanced alcohol and drug counselor, or both. At a minimum, the supervisor shall provide at least one hour of supervision per 20 hours of direct service. Supervision may be group in nature, but must consist of case consultation and discussion or clinical training rather than administrative oversight.

The program administrator is responsible for documentation of supervision, which shall be available for review at all times.

Newly employed counselors and other non-physician clinical staff without experience in recovery-based in the SHCMHC OMBAT program shall receive initial training lasting at least 20 hours and consisting of, at a minimum, the following:

- Substance use disorder overview;
- Opioid treatment, detoxification protocols, recovery models and basic pharmacology and dosing;
- Characteristics of the substance use disorder population;
- Toxicology screening and observation of sample collection;
- Program policy and procedure;
- Confrontation, de-escalation and anger management;
- Cultural sensitivity as necessary and appropriate;

- Current strategies for identifying and treating alcohol, cocaine and other substance use disorders;
- Identification of co-occurring behavioral health or developmental disorders; and
- Other clinical issues as appropriate for the population served.

As experienced counselor newly employed from another MAT program may be exempt from the mandatory initial training required by this rule, if the mandatory initial training has been received within the previous two years. The program administrator shall document in the personnel file any exemption granted and the basis for the exemption.

Counselors with less than one year of full-time experience in the field of substance use disorder treatment and medication-assisted treatment shall accompany an experienced counselor at all times for a minimum of two weeks before seeing persons served without immediate and constant supervision.

### **Unlicensed Clinical Staff**

The SHCMHC OBMAT program may employ unlicensed clinical staff to assist in the operation of the program and facility. Documentation of responsibilities, training and other obligations of an unlicensed clinical staff employee shall be included in the personnel file of the employee.

All unlicensed clinical staff shall receive direct on-site supervision and be provided with support and assistance.