

The purpose of this document is to provide authority for specific acts of tuberculosis (TB) clinical services under authority of Rule Title 22, Texas Administrative Code §193.2, Standing Delegation Orders.

Standing delegation orders (SDOs) and standing medical orders (SMOs) are written instructions, orders, rules, regulations or procedures prepared by a physician. SDOs provide authority and a plan for use with patients presenting themselves prior to being examined or evaluated by a physician. SMOs provide authority and direction for the performance of certain prescribed acts for patients which have been examined or evaluated by a physician. SDOs and SMOs are distinct from specific orders written for a particular patient.

The intended audience for these orders is non-licensed staff working in Texas Department of State Health Services (DSHS) Health Service Regions (HSRs).

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ATTACHMENT 1: *Attestation of Authorized Non-Licensed Staff*

Standing Delegation Orders

A. Method Used for Development, Approval and Revision

This SDO and the relevant attachments shall be:

1. Developed by the TB SDO Revision Workgroup and the TB and Refugee Health Services Branch.
2. Reviewed and signed at least annually by the authorizing physician, a physician licensed by the Texas Medical Board who executes this SDO.
3. Revised as necessary by the TB SDO Revision Workgroup, the DSHS Infectious

Diseases Medical Officer, the Regional Medical Directors, and/or the TB and Refugee Health Services Branch.

B. Level of Experience, Training, Competence, and Education Required

To carry out acts under this SDO, an authorized non-licensed staff (NLS) must:

1. Be an employee or contractor of the Texas Department of State Health Services.
2. Have reviewed, are familiar with, and able to readily access the recommendations within the regional TB DOT Provider Manual.
3. Have undergone the following initial or continuing evaluation of competence relevant to TB DOT services within 12 months prior to the date that services are provided under this SDO:
 - Initial evaluation of competence is performed by the NLS's supervisor and consists of education and training, approved by the regional TB program manager, relevant to the delivery of TB DOT services. If the NLS's supervisor is not a licensed clinician, a licensed nurse or the authorizing physician responsible to oversee the clinical acts of the NLS shall be responsible for the observation of the required clinical skills. This training and evaluation of competence must occur before TB DOT services are provided.
 - Continuing evaluation of competence is performed annually by the NLS's supervisor, or clinical designee, and consists of knowledge and skills training relevant to the delivery of TB DOT services, as approved by the regional TB program manager.
4. Have reviewed and signed this SDO (ATTACHMENT 1) within 12 months prior to providing services under this SDO.

C. Method of Maintaining a Written Record of Authorized Non-Licensed Staff

A record of the authorized non-licensed staff that completes the required training and demonstrated competence shall be documented and maintained by the NLS's supervisor in the Health Service Regional office.

D. Authorized Delegated Acts

Authorized non-licensed staff may provide TB DOT services under this SDO to clients who are suspected of having, or confirmed to have, TB infection or TB disease, or are a contact to a confirmed or suspected TB disease case.

It is the intent of all parties that the acts performed under this SDO shall be in compliance with the Texas Medical Practice Act, the Texas Nursing Practice Act, the Texas Pharmacy Act, and the rules promulgated under those Acts.

E. Procedures and Requirements to be followed by Authorized Non-Licensed Staff

1. Adhere to all TB infection control precautions when participating in TB DOT services.
2. Utilize interpreter services to facilitate client and staff communication as it relates to limited English proficient (LEP) clients.
3. Ensure, to the extent possible, that the person seen for TB DOT services is, in fact, who the person claims to be.
4. Provide your name and contact information to the client.
5. Ensure that the client's consent and signature has been obtained.
6. Arrive at the agreed upon place at the designated time with the client's medication(s).
 - If the client is not found at the agreed place at the agreed time, document the missed appointment on the *Tuberculosis Directly Observed Therapy Log* (TB-206 or TB-206A for INH-Rifapentine).
 - If unsafe conditions exist or if you feel threatened, leave the location as safely and quickly as possible. Immediately call 911 if necessary. Once you are in a safe place, notify your supervisor or the nurse responsible for management of the TB client.
7. Verify that the medication in the TB DOT packet(s) matches the client's TB medication order.
 - If the medication does not match the client's TB medication order, do not give the medication to the client. Contact the supervisor or the nurse responsible for management of the TB client for instructions.
8. If this is the first TB DOT visit for the client, do not provide the TB DOT medication to the client. Immediately notify your supervisor or the nurse responsible for management of the TB client for instructions.
9. Upon initiation of TB DOT, and at the beginning of each month of TB DOT, complete and sign, and have the client complete and sign, the *Client/DOT Provider Agreement* (TB-206 or TB-206A for INH-Rifapentine).
10. Complete the adverse reaction screening questions listed on the *Tuberculosis Directly Observed Therapy Log* (TB-206 or TB-206A for INH-Rifapentine).
 - If the client reports any symptoms noted with a double asterisk, do not give the medication to the client. Contact your supervisor or the nurse responsible for management of the TB client for instructions.

11. Have the client get water to drink and provide the medication packet to the client.
 - Do not pour medication out of bottles or open TB DOT dose packet for the client.
 - Do not crush pills or mix pills with food or liquids for the client.
12. Observe the client ingesting all medication in each TB DOT dose packet. The client should be observed continuously from the time the TB DOT dose packet(s) is given to the client until all of the medication is ingested. Never leave a TB DOT dose packet to be taken later.
 - If the client is unable to ingest the entire dose, contact your supervisor or the nurse responsible for management of the TB client for instructions.
 - If the client is suspected of not swallowing the medication, inspect the client's mouth, including under the tongue.
 - If the client is suspected of vomiting medication after the visit, wait 30 minutes before leaving the client.
13. Document the dose of TB DOT medication given and initial on the *Tuberculosis Directly Observed Therapy Log* (TB-206 or TB-206A for INH-Rifapentine).
14. Have the client initial the TB DOT dose given on the *Tuberculosis Directly Observed Therapy Log* (TB-206 or TB-206A for INH-Rifapentine).

F. Client Record-Keeping Requirements

TB forms available at: <http://www.texasb.org/forms/#clinic>

Authorized non-licensed staff must accurately and completely report and document each delegated act in a medical record prepared in accordance with DSHS policy and regional procedures, which will include:

1. The client's name, address, date of birth.
2. An accurate and detailed description of the delegated activities rendered on each medical visit and the names of personnel involved in evaluation and treatment at each visit.
3. Actions carried out under these standing orders.
4. Any additional physician orders.
5. Medications administered, prescribed by the physician, or provided to the client.
6. Client response(s), if any.
7. Contacts with other health care team members concerning significant events regarding client's status.
8. Documentation that the appropriate forms are completed and included in the medical record and copies, when applicable, are provided to the client.

G. Scope of Supervision Required

This SDO gives the authorized non-licensed staff authority to perform the acts described in this SDO in consultation with the authorizing physician as needed.

H. Specialized Circumstances to Immediately Communicate with the Authorizing Physician

Specific indications for which the authorized non-licensed staff providing services under this SDO should immediately contact the physician by phone include, but are not limited to when medical direction or consultation is needed.

In an emergency situation, the authorized non-licensed staff is to call 911, provide care according to his or her skills and ability, and contact the supervisor, the nurse responsible for management of the TB client, or the physician for instructions by phone as soon as possible.

I. Limitations on Setting

Authorized non-licensed staff can provide services under these standing orders in the clinic setting, in the client’s home, or other field settings when the authorizing physician can be contacted by phone.

J. Date and Signature of the Authorizing Physician

This SDO shall become effective on the date that it is signed by the authorizing physician, below, and will remain in effect until it is either rescinded, upon a change in the authorizing physician, or at the end of business on the last day of the current DSHS fiscal year (August 31, 2015), whichever is earlier.

Authorizing Physician’s Signature: _____

Authorizing Physician’s Title: _____

Printed Name: _____

Effective Date: _____

Emergency Contact Information: _____

ATTACHMENT 1: *Attestation of Authorized Non-Licensed Staff*

I, _____ have:
printed name of authorized non-licensed staff

Read and understand the *DSHS Standing Delegation Orders/Standing Medical Orders: TB DOT Services Provided by Non-Licensed Staff, FY2014-15 (“SDO”)* that was signed by
Dr. _____ on _____.
printed name of authorizing physician date of authorizing physician’s signature

- I agree that I meet all qualifications for authorized non-licensed staff outlined in the SDO.
- I agree to follow all instructions outlined in the SDO.
- I agree not to misrepresent a dose of TB medication as directly observed that was either missed or self-administered. I understand that to do so shall result in disciplinary action that may include immediate termination of employment or contract.

Signature of Authorized Non-Licensed Staff

Date