

<b>Partners in Recovery</b>	<b>POLICY AND STANDARDS</b>
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*Applicable Arizona Department of Health Services Behavioral Health Licensing Rule(s):  
R9-20-204 Staff Member and Employee Qualifications and Records*

**Policy Name: Clinic Staff Qualifications**

**Policy Number: HR - 0001**

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H.M. Gilbert Jr., Executive Director, PIR

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Date

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Proprietary

***Cross Reference(s)***

*DCC Program Descriptions; New Employee Orientation and Training policy; Clinical Supervision policy; Credentialing of Clinical Staff policy*

***Policy Statement***

Partners in Recovery hires staff members and interns who have the correct qualifications and experience for their position. This policy applies to Behavioral Health Professionals, Behavioral Health Technicians and Behavioral Health Paraprofessionals.

***Purpose***

To ensure that all staff members and interns, delivering clinical services at the direct care sites, have the qualifications and experience necessary to provide direct services to Maricopa behavioral health recipients.

***Scope***

Partners in Recovery Direct Care Clinics.

***Key Terms***

Should the reader need to inquire as to the definition of a term used in this policy, the Partners in Recovery Key Term Glossary can be found in the back of the Policy and Procedure Manual.

***Standards***

I. General Requirements

- A. All staff members, excluding interns, are at least 21 years of age. Interns are at least 18 years of age.
- B. All staff members, excluding interns, are required to successfully complete a required background investigation, licensing verification using the primary source and submit to a drug test as a part of the selection/hiring process. Interns are required to meet the internship program requirements of the participating university and of the binding contract between the university and agency.
- C. All staff members who have direct contact with recipients are required to have Crisis Prevention/Intervention training.
- D. All staff members complete first-aid and CPR training in order to comply with R9-20-204.I.4.j.

II. Additional Qualifications

- A. Behavioral Health Professionals have the skills and knowledge necessary to:
1. Provide the behavioral health (BH) services that the clinic is authorized to provide;
  2. Meet the unique needs of the client populations served by the clinic, such as adults age 65 or older, individuals with a substance abuse problem, individuals who are seriously mentally ill, individuals who have co-occurring disorders, or individuals who may be victims or perpetrators of domestic violence; and
  3. Meet state qualifications for their license as mandated by their respective licensing boards.
  4. All staff members that require licensure to provide client care, treatment, and services possess a license, certification, or registration as required by law and regulation and as determined by job description.
  5. Partners in Recovery have a process for ensuring the competence of all staff members permitted by law and the organization to practice independently as defined in its credentialing and recredentialing policies.
    - a) At the time of initial assigning of clinical responsibilities, the organization verifies, by viewing a valid picture identification issued by a state or federal agency (for example, drivers license or passport), that the individual being assigned clinical responsibilities is the same individual identified in the credentialing documents.
    - b) The processes for ensuring the competence of licensed independent practitioners who cover for site Behavioral Health Medical Practitioners (BHMPs) are found in the Credentialing of Clinical Staff policy.
- B. Behavioral Health Technicians
1. Have the skills and knowledge required in the Partners in Recovery New Employee and Orientation policy; and
  2. Are under the Supervisory requirements listed in Partners in Recovery Clinical Supervision policy.
  3. Have one of the following:
    - a) Master's degree in a BH related field; or
    - b) Master's degree in a non-BH related field and 30 semester hours in BH education and 2 years behavioral health related work experience; or
    - c) Bachelor's degree in a BH related field and 2 years of BH work experience; or

- d) Bachelor's degree in a non-BH field and 30 hours of continuing education in BH and 4 years behavioral health work experience; or
- e) An AA degree in a BH related field and 4 years behavioral health work experience; or
- f) An AA degree in a non-BH related field and 30 semester hours of BH education and 5 years BH work experience; or
- g) Be certified in Psychiatric Rehabilitation (CPRP)

C. Behavioral Health Paraprofessionals

- 1. Have six weeks of BH work experience; and
- 2. Have the skills and knowledge as outlined in Partners in Recovery New Employee Orientation and Training Policy.
- 3. Behavioral Health Paraprofessionals who do not have six weeks of BH work experience:
  - a) Receive six weeks of continuous onsite direction from a Behavioral Health Professional, a Behavioral Health Technician, or a Behavioral Health Paraprofessional who has at least six months of BH work experience; and
  - b) Are under the supervisory requirements listed in the Partners in Recovery Clinical Supervision policy.

D. Baccalaureate social workers, master social workers, associate marriage and family therapists, associate counselors, or substance abuse counselors, are under direct supervision as defined in the Partners in Recovery Clinical Supervision policy.

III. Partners in Recovery requires all staff members to meet minimum job specific education and experience requirements. A brief summary of these requirements are listed below. A full listing of requirements is found in each job description.

- A. Case Managers must have a Bachelor's degree in social sciences, a high school diploma or high school equivalency with 4 years of BH experience, or the education and experience considered comparable.
- B. Clinical Coordinators must possess a Master's degree in a BH related field or a Bachelor's degree in a BH related field and 2 years BH work experience. Supervisory experience is preferred. Clinical Coordinators are credentialed through Magellan's

- credentialing department as Behavioral Health Professionals or Behavioral Health Technicians prior to performing the functions of the position.
- C. Clinical Liaisons must be credentialed through Magellan’s credentialing department as Behavioral Health Professionals or Behavioral Health Technicians prior to performing the functions of this position and they must meet one of the following combinations of education and experience:
    - 1. For a Behavioral Health Professional: A Master’s degree in a BH related field and an Arizona state license.
    - 2. For a Behavioral Health Technician, refer to Standard II.B.
  - D. Psychiatric Nurses must be licensed by the Arizona State Board of Nursing and have one year of work experience in the BH field, preferably in the area of psychiatric nursing.
  - E. Nurse Practitioners must have completed an accredited Nurse Practitioner program and be licensed to prescribe by the Arizona State Board of Nursing. They must have three or more post-training years experience in the delivery of mental health treatment to adults. Nurse practitioners working within a Direct Care Clinic must be psychiatric nurses.
  - F. Physician’s Assistants must have completed an accredited Physician’s Assistant’s program and have three or more years post-training experience in the delivery of mental health treatment to adults.
  - G. Psychiatrists must have a Doctor of Medicine or a Doctor of Osteopathy with a specialty in psychiatry, be licensed in the State of Arizona and be board eligible. These qualifications do not apply to Residents who practice under the supervision of a licensed Psychiatrist.
  - H. Rehabilitation Specialists must possess the same qualifications as Behavioral Health Technicians.
  - I. Therapists must have a Master’s or PhD degree in Counseling, Social Work, Psychology or other mental health related field. Therapists must be licensed by the Arizona Board of Behavioral Health Examiners as a LCSW, LPC, LISAC or LMFT. Therapists with a LISAC who were grandfathered into this designation by the State of Arizona may not meet the degree requirement. Experience in working with persons with Serious Mental Illness is preferred. One year experience working within a community mental health agency is required.

***Associated Partners in Recovery Direct Care Clinic Forms and Attachments***

*None* # # #