

CHECKLIST
UNIFORM STANDARDS FOR PHYSICIAN SUPERVISION OF PHYSICIAN ASSISTANTS
(Two Year Licensing Period)

(Note: Requirements for Temporary/New Graduate License are not covered by this checklist. Please refer to the joint Chapter 2 Rule for this additional information/requirements).

PA Physician Assistant
PSP Primary Supervising Physician
PMP Prescription Monitoring Plan
POS Plan of Supervision

REQUIREMENT		RESP.	COMPLETION DATE (TWO YEAR CYCLE)			
			Year 1	Year 1	Year 2	Year 2
1	Prepare a written dated POS that includes all the elements and technical requirements of supervision as set forth in the Joint Chapter 2 Rule (please see guidelines below and Rule for specifics). POS must be signed by both the PSP and PA.	PSP				
2	Maintain a copy of the written POS on file at the location specified (in the POS), which shall be immediately produced upon request of the Board or the Board staff.	PSP/PA				
3	Review and sign the POS at least every two years at license/registration renewal.	PSP & PA				
4	Conduct (4x) quarterly review of selected patient records upon which entries are made by the PA. (Patient records shall be selected based on <u>written criteria</u> , in sufficient number, to assure adequate review of the PA's scope of practice).	PSP				
5	Three (3) month review <u>during the first year of the PA's delegation of scheduled drug prescribing authority</u> in the POS	PSP				
6	Six (6) month review of the PA's prescribing practice (including review of patient charts <u>and</u> PMP reports).	PSP				

REQUIREMENT		RESP.	COMPLETION DATE (TWO YEAR CYCLE)			
			Year 1	Year 1	Year 2	Year 2
7	Conduct (2x) annually in person, education and review sessions discussing specific conditions, protocols, procedures and specific patients in accordance with the terms of the written POS . (Sessions must be documented)	PSP & PA				
8	Conduct two (2x) annual evaluation meetings during the PA's two-year licensing cycle to evaluate performance (Evaluations shall be documented on a form attached to the most current plan of supervision. (PSP's supervising PAs less than six months only need complete one evaluation for that licensure year). Evaluation shall address the following:	PSP & PA				
8a	<ul style="list-style-type: none"> Clinical and procedural care delivery, including PA supervision of medical assistants. 					
8b	<ul style="list-style-type: none"> Patient relations and professionalism 					
8c	<ul style="list-style-type: none"> Documentation review (including sample of patient charts on a routine basis). 					
8d	<ul style="list-style-type: none"> Prescriptive practices, including special attention to the prescribing of controlled substances and review of PMP reports (if such prescribing is authorized). 					

***The above rubric serves as a quick reference and assumes both the physician assistant and the supervising physician HAVE REVIEWED THE FULL JOINT CHAPTER 2 RULE. There are additional requirements of the physician assistant NOT included here. PLEASE refer to the chapter 2 Rule regarding additional requirements (i.e. CME requirements, special requirements for PAs supervised by specialty secondary supervising physicians, limitations on delegated medical tasks to MAs etc.).**

IDENTIFICATION REQUIREMENTS: Physician assistants licensed under these rules shall keep their license and certificate of registration available for inspection at the location where they render medical services and shall, when rendering medical services, wear a name tag identifying themselves as a physician assistant.

General guidelines regarding the Plan of Supervision Requirements

1. Must contain and identify the PAs 'Scope of Practice'.
2. Identifies the relationship of and access to the physician supervisor(s).
3. Details the type and level of supervision.
4. Details the process of supervision when the primary supervisor is absent.
5. Must include names and signatures of secondary supervising physicians.
6. Describes the process and frequency for evaluating the physician assistant's performance/prescribing habits.
7. Establishes the criteria by which the PA's medical charts will be selected for review.
8. Details the authorized locations the physician assistant will render medical services at.
9. States at what location the Plan of Supervision will be kept.
10. Maintains a signed copy at the above location immediately available for review by the medical boards if requested.

Note: The POS must be reviewed at a minimum of biennially (every 2 years). A notice of this biennial review including any changes made, will be signed and attached to the Plan of Supervision. It is reviewed and updated more frequently as needed. More frequent reviews require similar signature and attachment.

Note: All semi-annual evaluations must be signed by the supervising physician and the PA. They must be attached to the Plan of supervision and kept at the location specified within the POS (see 9. Above). The PA must also keep a copy of this documentation.

Note: If any medical services to be rendered are outside the normal practice of the primary supervising physician then the supervisory arrangements that assure appropriately trained supervision (by a physician with the requisite specialty training) will be outlined and described in detail within the Plan of Supervision. This secondary supervising physician is obligated to also perform semi-annual evaluations. (These evaluations will also encompass all the criteria outlined above under numbers 8a, b, c and d)

General guidelines regarding the Physician Assistant's Scope of Practice

1. Contained within the Plan of Supervision.
2. Details delegated medical services able to be performed by the PA.
3. Delegates medical tasks appropriate to the physician assistant's level of competence.
4. Details practice setting, types of patients and common patient encounters.
5. The SOP will detail medical services the PA may delegate to a medical assistant at the practice setting.
6. Medical services will reflect the PA's education, experience, training and level of competence.
7. Services can include ordering and performing diagnostic, therapeutic and other medical services.
8. Must detail prescribing privileges including which scheduled drugs the PA is authorized/approved to prescribe.