

4.1 TITLE X PERSONNEL

Policy: Sub-recipient staff should be broadly representative of all significant elements of the population to be served by the project, and should be sensitive to, and able to deal effectively with, the cultural and other characteristics of the client population (*42 CFR 59.5 (b)(10)*).

Sub-recipients must be administered by a qualified project director. Sub-recipients must notify WMHS of any change in status, including absence, of Project Director or other key personnel.

Sub-recipients must provide that family planning medical services will be performed under the direction of a physician with special training or experience in family planning (*42 CFR 59.5 (b)(6)*).

Procedure:

Title X Personnel

1. Sub-recipients must create a local policy on how the project operationalizes cultural competency, including records of cultural competency trainings, in-service training, and client satisfaction surveys. (see MT TX FP Administrative Manual Policy 9.9, *Sample Personnel Policy*)
2. Training should include how to provide quality client-centered care that is respectful of, and responsive to, individual client preferences, needs, and values; client values should guide all clinical decisions.
3. The policy must include how the project utilizes appropriate resources to ensure linguistic needs of the Title X client and his or her family are met.

Title X Project Director

1. The Title X Project Director must have sufficient education and knowledge to effectively administer the Title X family planning program. Evidence may include resume, continuing education, or attendance at conferences or other family planning trainings.
2. Any changes in Project Director, or other key personnel, must be submitted to the WMHS to ensure orientation and training programs are provided to new staff.
3. When a new director is hired, WMHS will contact the person and arrange for the orientation.
4. The new director will meet with the WMHS staff to review the Montana Title X Family Planning Administrative and Clinical Protocol Manuals, provide an overview of Title X program and other programs as necessary.
5. Additional orientation needs will be identified and arrangements made through the clinic resource sharing program

Medical Director

1. Sub-recipient organizational charts must document that the Title X family planning program operates under the direction of a physician (Medical Director) that has received special training or experience in family planning as evidenced by resume, certification, continuing education courses, or attendance to conferences or other family planning trainings.
2. Title X family planning program operations must include involvement from the Medical Director as evidenced by board, staff minutes or other documentation.