

1.13 SITE VISITS

Policy: FPP may conduct informal site visits to sub-recipient clinics and/or satellite clinics on an as needed basis. The purpose of a site visit is to provide technical assistance to those clinics that are in need of additional information and/or training in order to conduct everyday clinical services or functions; training for new staff (FPP staff or clinical staff); to learn more about the clinic and clinic staff; to understand the unique structure or difficulties the clinic may be experiencing; and to learn more about the community and how the Title X family planning clinic is structured. The site visit is meant to be informative and provide guidance to the Title X clinic.

Procedure:

1. FPP will contact the director of the clinic to schedule a site visit with their clinic at least two weeks in advance.
2. The site visit may include the Nurse Consultant, Program Specialist, Financial Specialist and/or Section Supervisor depending on the reasons for the visit.
3. FPP will request a list of questions and/or training needs in advance in order to prepare for the visit and answer any questions the clinic may have.
4. Title X clinics may request a site visit for technical assistance and should contact the FPP Supervisor for more information.