**Section 635.40 Standards and Policies for Personnel of Delegate Agencies**

a) The qualifications of persons employed by delegate agencies shall meet as a minimum the Department's rules titled Certified Local Health Department Code (77 Ill. Adm. Code 600). Delegate agencies must have a medical director who is a physician licensed to practice medicine in all its branches with Obstetrics/Gynecology training or experience in the delivery of family planning services. The medical director shall be responsible for and supervise the medical care component of the program and approve written policies under which physicians, nurse practitioners, certified nurse midwives, nutritionists and physician assistants provide family planning services. Staff shall possess the appropriate licensure to perform their duties. Copies of licenses must be on file at the agency. Any person employed at an individual delegate agency prior to July 6, 1983, may continue to serve at that agency only; even though the person may not meet the qualifications cited above.

b) Delegate agencies shall have written personnel policies which are in compliance with Title VI, the Civil Rights Act of 1964, (42 U.S.C. 2000e et seq.), available and distributed to all personnel. These shall include staff recruitment, selection, performance evaluation, promotion, termination, compensation, benefits, organizational chart and grievance procedures. All agencies shall also ensure:

1) That personnel records are kept confidential;

2) That personnel policies shall assure that no persons shall be subjected to discrimination on the grounds of age, handicap, race, color, creed, religion, sex or national origin. Affirmative action shall be taken to ensure equality of opportunity in all aspects of employment. Annual comprehensive reviews of operating procedures shall be made to assure that practices continue to be in conformity with the above requirements;

3) That written job descriptions are available for all positions, and that these are reviewed annually and updated when necessary to reflect changes in duties;

4) That an evaluation and review of job performance of all project personnel be conducted annually.

c) That orientation and in-service training of all staff, must be provided. An in-service training policy and plan for skill development and documentation of staff attendance at continuing education activities and other training sessions must be maintained by the delegate agency.

(Source: Amended at 14 Ill. Reg. 20783, effective January 1, 1991)