STEP 11:   DEVELOP ADMINISTRATIVE PROTOCOLS

Your administrative protocols will outline the steps, mechanisms, timelines, and accountabilities for the non-clinical activities undertaken by your program, including:

- Patient eligibility

- Intake and assessment

- Referrals of patients to other services or programs

- Discharge

- Staff communication

- Procurement and storage of supplies

- Documentation and record keeping

If your jurisdiction does not already have such protocols in place, template forms and sample protocols provided in this Toolbox can be modified to suit your situation. For additional information, please refer to Background Guide 2.

ACTIVITY 11-A

Review available models for LTBI treatment program administrative procedures.

For detailed descriptions of three LTBI treatment programs, refer to Case Study 1 and Case Study 2 (drawn from the experience of the San Francisco Department of Public Health, TB Control Program), as well as Case Study 3 (from the San Diego Health Department, TB Control Program).

As a sample, the Tools section of the toolbox contains a full set of protocols from one LTBI treatment program, NYC DOHMH Protocols for LTBI (Source: New York City Department of Health and Mental Hygiene).

In addition, the Tools section includes the related policy statement, CDHS/CTCA Guidelines: Interjurisdictional Continuity of Care (Source: California Department of

Health Services and California Tuberculosis Controllers Association). If your jurisdiction has not already published a statement on this topic, this may serve as a useful guide in developing local administrative procedures.

ACTIVITY 11-B

Determine what modifications are needed to fit the models to your program's situation and locality.

ACTIVITY 11-C

Develop and document the specific administrative protocols that your program will use.

Templates for correspondence, Notification: Treatment Completion and Notification: TB Clearance, are also provided.

ACTIVITY 11-D

Distribute the completed protocols to appropriate staff members.