

Reproductive Health Program Administrative Policies & Clinical Protocols Instructions

(Scroll down for revised protocol information)

All RH Program agencies are required to follow approved written administrative policies and clinical protocols that follow national standards of care. To help agencies meet this requirement, the RH Program developed policies and protocols that all agencies must adopt or adapt and then submit to the RH Program for approval.

For these protocols to be approved, agencies must:

- 1) Replace (**insert AGENCY name**) with your agency name.
- 2) Replace the signatures at the top of each protocol with the signature of your health officer.
- 3) Replace any item that indicates it must be specified
 - a) E.g., (**insert POSITION/TITLE**), or 503-XXX-XXXX
- 4) Highlight any substantive changes made to the protocols.
- 5) Attach required documents where indicated.
 - a) E.g., Written accounting policies and procedures to Accounting System and Reports protocol
- 6) Insert descriptions where indicated, if applicable.
 - a) E.g., "Vasectomy Services: (**insert description here**)"
- 7) Submit the completed protocol to the RH program for approval.
- 8) Remove the DRAFT watermark.

Additionally, any changes to standards referenced within the protocols must be replaced with other nationally recognized standards and updated in the references sections of the protocol(s).

If any services are provided within the RH Program (i.e., a CVR is completed for the service) that are not included in this set of protocols, a protocol must be created and approved by the RH Program for that service.

PROTOCOL REVISIONS

The RH Program is committed to keeping its policies and protocols current, which means that as national standards of care change so must the protocols. The most recently revised protocols are posted on the RH Program website with their effective dates listed in bold. Click here for the [administrative protocol revision spreadsheet](#), and here for the [clinical protocol revision spreadsheet](#).

Agencies are expected to revise their protocols to align with the protocols posted on the RH Program website within 6 months. Agencies that cite different national standards of care than those cited by the RH Program are expected to keep their protocols up-to-date. All agencies will be required to submit their revised protocols to the state office as part of the re-certification process.

For questions please contact:

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