

Initiated:	10/2019
Reviewed:	
Revised:	12/2019; 4/2020; 6/2020; 2/2021; 5/2022; 12/2022; 3/2023; 1/2024; 6/2024; 2/2026; 4/2026; 5/2026

## Definitions

**Off-Site Staff:** Personnel who provide services on behalf of the organization but do not routinely work within the hospital or clinic’s physical facilities. These individuals may deliver care, consultation, interpretation, monitoring, or support services from a remote location or as external contractors.

- Examples: Telemedicine providers (physicians, advanced practice providers, behavioral health specialists), contracted radiologists providing remote image interpretation (teleradiology), remote cardiac or fetal monitoring services, contracted coding, or clinical documentation specialists, off-site IT or biomedical vendors who access clinical systems (non-clinical role).

**Non-Clinical Staff:** Personnel whose primary job duties do not involve direct patient care, clinical decision-making, or participation in patient treatment or emergency response.

- These individuals typically work in administrative, operational, or support functions. Incidental presence in patient care areas does not constitute clinical responsibility.
- Examples: Billing, Human Resources, Business Office, IT (non-clinical systems), Administrative leadership, Health Information Management (HIM), Marketing, Education, Environmental Services.

**Clinical Staff:** Personnel whose job duties include direct patient care, clinical assessment, diagnostic or therapeutic interventions, or participation in patient emergency response.

- Clinical staff includes anyone who falls into this category that the job title is not listed on the matrix.
- Examples: Laboratory, Radiology, Clinic LPN and RN, Therapy Services, Wellness Specialists, Athletic Training, Clinic Assistive Personnel, CNAs.

**Preferred Certification (P):** A credential that is not required to perform the essential functions of the role but is strongly encouraged because it:

- Enhances patient safety
- Improves emergency preparedness
- Supports department-level best practices
- May be required if role duties expand

**Optional Certification (O):** A credential that is permitted but not expected for the role.

**Required Certification (X):** A credential that is required for the role.

<b>X = Required</b> <b>P = Preferred</b> <b>O = Optional</b>	Mandatory Reporter (DHS)	Basic Life Support (BLS)	Advanced Cardiac Life Support (ACLS)	Pediatric Advanced Life Support (PALS)	Neonatal Resuscitation Program (NRP)	CPI Nonviolent Crisis Prevention	Trauma Nursing Core Curriculum (TNCC)	Advanced Traumatic Life Support (ATLS)
<b>Off-Site Staff</b>								
<b>Non-Clinical Staff</b>	X							
<b>Clinical Staff</b>	X	X						
Cardiac Rehab RN	X	X	X					
Clinic Provider (Adult Only)	X	X	O					
Clinic Provider (All Ages)	X	X	O	O				
Clinic Provider (Pediatric Only)	X	X		O	O			
CRNA (Including Contracted)	X	X	X	X				
ED Provider	X	X	X	X	X	X		X
ED Provider, Contracted	X	X	X	X				X
ED RN	X	X	X	X	X	X	X	
ED Technician	X	X				X		
EMT/AEMT	X	X				X		
General Surgeon	X	X	O	O				X
General Surgeon, Contracted	X	X						P
Hospitalist (Pediatric Only)	X	X		X	O			
Hospitalist (Adult Only)	X	X	X					
Hospitalist (All Ages)	X	X	X	X	O			
Infusion RN	X	X	X					
Maintenance/Engineering Staff	X					X		
Med/Surg LPN	X	X				X		
Med/Surg RN/Charge Nurse	X	X	X	X		X		
Med/Surg RN, Contracted	X	X	X	P				
Mental Health LPN/RN/Providers	X	X				X		
Paramedic/Critical Care Paramedic	X	X	X	X	P	X		
Respiratory Therapist	X	X	X	X	P			
Specialty Clinic Providers/RN, Contracted	P	P						
Surgery RN	X	X	X	X	P			