**SCOPE OF PRACTICE**

All employees of the LHD shall perform services according to current state and local protocols, standing orders, state laws or regulations and policies and procedures.

**Documentation Requirements for Licensure and/or Certification**

Professionally trained staff shall provide a copy of current appropriate license and/or certification upon employment and following each licensure and/or certification period. If a license and/or certification is not required but documentation of education and/or experience is, such documentation shall be produced as required by the [Department for Public Health Classification Plan](https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit-system.aspx) for LHDs. The LHD shall maintain a photocopy of the current license, certification and/or documented education and/or experience that can be verified at the [Kentucky Board of Nursing website](http://www.lrc.ky.gov/Statutes/statute.aspx).

**Nurse Licensure Compact**

As part of the Nurse Licensure Compact, (NLC), “a nurse whose primary state of residence is a compact state (home state) is issued a license by that state and no longer needs an additional license to practice in other compact states (remote states). By virtue of the compact, the licensee is granted the “multi-state privilege to practice” in other compact states.” Thus a nurse residing in Kentucky will continue to apply for or maintain their nursing license in Kentucky and will continue to comply with Kentucky licensure deadline dates and continuing education requirements, etc.

If a nurse living in another compact state, such as Tennessee, desires to work in Kentucky the Tennessee license will be accepted in Kentucky and therefore the nurse will not have to obtain a Kentucky license. The only exception is for APRN’s, who must maintain licensure in each state in which he/she works. If a nurse lives in a non-compact state, such as West Virginia, Ohio, Indiana or Illinois, but wishes to practice nursing in Kentucky, the nurse will have to obtain a Kentucky license. For further information, visit the [Kentucky Board of Nursing website](https://kbn.ky.gov/apply/Pages/NLC/compact.aspx).

**Statutes Requiring Licensure and/or Certification of LHD Staff**

Professionally trained staff shall carry out activities and services appropriate and consistent with educational preparation and/or certification. Individuals with dual licensure are responsible for identifying and documenting the appropriate level of service and licensure. See the following Kentucky Revised Statutes for licensure and certification information:

**Kentucky Nursing Practice**

[KRS 314.011(8)](http://www.lrc.ky.gov/statutes/statute.aspx); [314.042(8)](http://www.lrc.ky.gov/kar/201/020/057.htm); and [201 KAR 20:057](http://www.lrc.ky.gov/statutes/chapter.aspx)

[KY Board of Nursing - Scope of Practice Determination Guidelines](http://kbn.ky.gov/practice/Pages/default.aspx)

[KBN Advisory Opinion Statement #15 - Role of Nurses in the Supervision and Delegation of Nursing Acts to Unlicensed Personnel](http://kbn.ky.gov/practice/Documents/aos15.pdf)

[KBN Advisory Opinion Statement #14 - Roles of Nurses in the Implementation of Patient Care Orders](http://www.lrc.state.ky.us/kar/201/020/057.htm)

**Licensure** **Statutes**

Advanced Practice Registered Nurse [KRS 314.00](http://www.lrc.ky.gov/statutes/chapter.aspx?id=38813)

Registered Nurse [KRS 314.00](http://www.lrc.ky.gov/statutes/statute.aspx?id=38813)

Licensed Practical Nurse [KRS 314.00](http://kbn.ky.gov/practice/Documents/aos15.pdf?id=38813)

Registered Dietitian [KRS 310.021](http://www.lrc.ky.gov/statutes/statute.aspx?id=30382)

Certified Nutritionist [KRS 310.031](http://kbn.ky.gov/practice/Documents/LPNScopeofPracticeBrochure.pdf?id=30384)

Social Worker [KRS 335.090](http://www.lrc.ky.gov/statutes/statute.aspx?id=31927) & [KRS 335.100](http://www.lrc.ky.gov/statutes/statute.aspx?id=31928)

Speech Therapist [KRS 334a](http://www.lrc.ky.gov/statutes/statute.aspx?id=38873)

Occupational Therapist [KRS 319A.080](http://www.lrc.ky.gov/statutes/statute.aspx?id=31261)

Physical Therapist [KRS 327.050](http://www.lrc.ky.gov/statutes/statute.aspx?id=31717)

Physician [KRS 311.571](http://www.lrc.ky.gov/statutes/chapter.aspx?id=30525)

Physician Assistant [KRS 311.844](http://www.lrc.ky.gov/statutes/statute.aspx?id=30649)

Environmentalist [KRS 223.030](https://chfs.ky.gov/agencies/dph/dafm/Pages/lhd-documents.aspx?id=9959)

Dental Hygienist [KRS 313.00](http://www.lrc.ky.gov/statutes/chapter.aspx?id=38806)

Dentist [KRS 313.00](http://kbn.ky.gov/practice/Documents/ScopeDeterminGuidelines.pdf?id=38806)

#### Other Staff Requirements

Certain professional staff such as laboratory technicians, dental assistants, and medical technicians have educational requirements that are addressed in the [Classification Plan for LHDs](http://www.lrc.ky.gov/kar/907/001/715.pdf). In addition to the entry level educational requirements, the classifications have certification requirements. The LHD shall maintain documentation of certification, education, specialized training and on the job training as appropriate.

Support staff directly involved with patient services, such as community health workers, support services associates, clinical assistants, outreach workers and resource persons shall carry out those activities and services for which they have received formal or on-the-job training consistent with their job description. Documentation of appropriate training and assessment of competency shall be maintained in the employee’s personnel file.

**Medical Director Qualifications, Roles and Responsibilities with LHDs**

Pursuant to [KRS 212.180](http://www.lrc.ky.gov/statutes/statute.aspx?id=8586), every LHD medical director shall be a duly licensed physician and shall possess such other qualifications that are prescribed by the Cabinet for Health and Family Services.

The LHD medical director shall be licensed to practice medicine in the Commonwealth ([KRS 311.571](http://www.lrc.ky.gov/KRS/314-00/042.PDF?id=30525), [311.560](https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit-system.aspx?id=30521) and [311.580](http://www.lrc.ky.gov/statutes/statute.aspx?id=30528)).

The role of the LHD medical director may vary according to the needs of the agency. This guidance represents the minimum expectations of a LHD Medical Director. A LHD may enhance the Medical Director’s responsibilities with the approval of the agency’s Board of Health.

The LHD medical director shall review and sign the [Core Clinical Services Guide](http://www.lrc.ky.gov/KRS/314-00/011.PDF) (CCSG) and internal control clinical protocols as well as provide technical assistance, consultation, and guidance to LHD leadership and clinical staff.

The LHD medical director may have immediate charge of a specific program involving specialization in a particular field of medicine, which requires previous professional training.

Ideally, the LHD medical director serves as the physician of a LHD multidisciplinary team, which includes mid-level clinicians, nurses, nutritionists, ancillary and support staff and administrative leadership to provide preventive health services to improve population health.

**ADVANCED PRACTICE REGISTERED NURSE (APRN)** **REQUIREMENTS AND TRAINING**

Services provided by the LHD are to be provided by appropriately trained staff within the scope of their professional practice guidelines, educational preparation, certification, and licensure. All advanced practice nurses must complete a course of didactic and clinical studies affiliated with an institution of higher learning that is accredited by a recognized accrediting agency. The Kentucky Board of Nursing as a Registered Nurse must first license advanced Practice Nurses; then obtain additional education and licensure for advanced practice.

Nurse practitioners are responsible for seeking and maintaining continuing education, keeping informed of standards of care, and are bound by Kentucky law to have a written collaborative agreement with a physician for the prescription of nonscheduled drugs.

Some Advanced Practice Nurses also function as Registered Nurses in some health department programs. Advanced Practice Registered Nurses shall diagnose, prescribe and treat only those persons falling within their specialty areas and educational preparation. When an APRN provides a service outside the area of advanced certification and is acting as a Registered Nurse, the PEF should reflect an “RN” service for coding and billing.

For example, a Pediatric Practitioner may provide services in the pediatric/adolescent population or a Women’s Health Nurse Practitioner may provide nursing services for men or children, but those services must be documented as being provided by a Registered Nurse. These services should be documented and billed according to the level of care provided, and according to state funding source, Medicare, Medicaid and private insurance guidelines. For additional information, review the [APRN Prescriptive Authority for Nonscheduled Legend Drugs](http://kbn.ky.gov/apply/Pages/APRN/arnpprescription.aspx).  
[201 KAR 20:057](http://www.lrc.ky.gov/statutes/chapter.aspx) incorporates by reference the various scopes and standards for advanced nursing practice published by the various national nursing organizations thereby giving the incorporated scopes and standards of advanced nursing practice the force and effect of law.

If an APRN doubts his/her ability to appropriately and safely prescribe a particular medication for a patient, then the APRN should not prescribe the medication. The APRN should consult with a collaborating physician concerning the appropriate medication or refer the patient to the appropriate health care provider for further evaluation and treatment.  In addition, the APRN has a legal responsibility to acquire the necessary education and supervised clinical practice that would validate his/her competence in prescribing medications in the future.  APRNs should only prescribe medications that are within their "scope of practice" and for which they have the knowledge and competence to prescribe.

**LICENSED PRACTICAL NURSE SCOPE OF PRACTICE GUIDELINES**

Licensed Practical Nurses (LPNs) can practice under the direction of a registered nurse, physician, or dentist. They may also function under direction in other areas, including but not limited to administrative and management areas, and quality assurance and peer review programs; however, LPNs are not licensed for independent practice. It is not within the legal scope of an LPN to direct and supervise the practice of an RN.   
  
Licensed Practical Nurses are highly valued nurses and while the training and licensing of LPNs does not allow them to perform all of the same duties as Registered Nurses, their work is critical in the assurance that patients receive proper medical treatment. With appropriate planning, training and oversight the delegation of certain responsibilities to LPNs will better enable RNs to perform other clinical duties.

Licensed Practical Nurses are meant to work as part of a team. The main part of a LPNs job is to accept and implement orders from the qualified professionals on the team who are authorized to independently diagnose and treat patients.

Licensed Practical Nurses [scope of practice](https://kbn.ky.gov/apply/Pages/NLC/compact.aspx) can include many different duties and tasks. There is not a complete list of tasks/skills that an LPN can perform because the Scope of practice is a fluid concept and it changes as knowledge and technology expand. LPNs must possess the knowledge, skill, and ability to perform their duties; therefore, the scope of practice is directly related to the competency of the individual Licensed Practical Nurse.

Typically, Licensed Practical Nurse responsibilities may include:

* Participating in the development and implementation of the plan of treatment;
* Gathering pertinent information about the individual and family, past and current physical, mental, and development status; records data, making a note of any specific problems related by the patient or recognized by the LPN.
* Initiating appropriate teaching and demonstration of care to patients and families.
* Observing and caring for the ill, injured, or infirmed under the direction of a registered nurse, a licensed physician, or a dentist.
* Administrating medication or treatment as authorized by a Physician, Physician Assistant, Dentist, Advanced Practice Registered Nurse, or Registered Nurse.
* Taking vital signs; performing laboratory procedures as directed; preparing samples for testing; reading and recording results of basic tests; sending other samples to appropriate laboratory for testing; recording results as reported by the laboratory on the patient chart.
* Maintains and documents patient information in medical records and reports according to program standards (i.e. patient medical records, tuberculin skin test (TST) records, and immunization record).
* Administering basic screening tests, under the supervision of a registered professional nurse, to identify health problems and carry out approved treatment.
* Preparing and administering routine injections.
* Making proper referrals to supervisor, registered nurse and/or physician for situations requiring further intervention.
* Participating in drills in preparation for health department or county emergencies.
* Performing other nursing acts which are authorized or limited by the board and which are consistent with the National Federation of Licensed Practical Nurses’ Standards of Practice or with Standards of Practice established by nationally-accepted organizations of licensed practical nurses.

The [Kentucky Board of Nursing](https://kbn.ky.gov/Pages/default.aspx) is authorized by [KRS 314.011](http://kbn.ky.gov/practice/Documents/aos14.pdf?id=40838) to regulate nurses, nursing education and practice, and to issue advisory opinions on nursing practice, in order to assure that nurses provide safe and effective nursing care to the citizens of the Commonwealth. For additional guidelines, see references below:

[Kentucky Revised Statute, Chapter 314 – RNs and LPNs](http://www.lrc.ky.gov/Statutes/chapter.aspx?id=38813)

[Kentucky Administrative Regulation, 201 KAR 20:400](http://www.lrc.ky.gov/kar/201/020/400.pdf)

[Kentucky Administrative Regulation, 907 KAR 1:715](https://chfs.ky.gov/agencies/dph/dpqi/hcab/Pages/ccs-guide.aspx)

[Kentucky Board of Nursing](http://kbn.ky.gov)

[Licensed Practical Nursing (LPN) Scope of Practice in Kentucky](http://www.lrc.ky.gov/statutes/statute.aspx)

[Scope of Practice Determination Guidelines](https://kbn.ky.gov/practice/Documents/LPNScopeofPracticeBrochure.pdf)

[AOS #14 – Roles for Nurses in the Implementation of Patient care Orders](http://kbn.ky.gov/practice/Documents/aos14.pdf)

[AOS #15 –Supervision and Delegation of Nursing Acts to Unlicensed Personnel](http://www.lrc.ky.gov/statutes/statute.aspx)

[AOS #27 – Components of a Licensed Practical Nursing (LPN) Practice](http://kbn.ky.gov/practice/Documents/aos27.pdf)

**FAMILY PLANNING EXPANDED ROLE REGISTERED NURSE REQUIREMENTS AND TRAINING**

Information and requirements related to the Expanded Role RN for Family Planning is located in the AR, [Program Descriptions section, Family Planning](#ExpandedRole_FamilyPlanning_RN). All current Family Planning Expanded Role Registered Nurses (ERRN) must have successfully completed a course of didactic and clinical studies, in addition to, the required preceptorship through the KY Department for Public Health Family Planning Program.

ERRNs must first be licensed by the Kentucky Board of Nursing as a Registered Nurse. ERRNs are responsible for seeking and maintaining continuing education and keeping informed of standards of care related to women’s reproductive health. Family Planning ERRNs are to assure ongoing high quality family planning, including contraceptive methods, and relative preventive health services that not only will improve the overall health of individuals, but also assure access to breast and cervical cancer screening and prevention that corresponds with nationally recognized standards of care. As part of the employment process, the LHD develops a “[Family Planning Expanded Role Registered Nurse Collaborative Agreement](http://www.lrc.ky.gov/statutes/chapter.aspx)” that is signed and retained on file at each agency.