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<b>SECTION: Personnel</b>	
<b>POLICY AND PROCEDURE: Personnel Training: Informed Consent and Human Sterilization Consent</b>	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

**POLICY:**

Site personnel receive training and/or information on member rights that include informed consent and human sterilization consent.

**PROCEDURE:**

1. Written Member Rights should be available at the office site. Staff should be able to locate the written Member Rights list and explain how to use the information.
2. Staff trainings regarding member rights may be part of office staff education documented in:
  - Informal or formal inservices
  - New staff orientation
  - External training courses
3. Topics included in the trainings must include:
  - a. **Informed Consent for Human Sterilization**

Patients shall be informed about any proposed treatment or procedure that includes medically significant risks, alternate courses of treatment or non-treatment and the risks involved in each and the name of the person who will carry out the procedure or treatment. Documentation of this discussion and the signed consent shall be written and included in the member's medical record.

*Note: patient rights incorporate the requirements of the Joint Commission on Accreditation of Healthcare Organizations, Title 22, California Code of Regulations, Section 70707 and Medicare Conditions of Participation.*

Requirements include be are not limited to:

- Conducted by physician or physician designee
- Offered booklet published by the DHCS and copy of consent form must be given to the member.
- Provided answers to any question the member may have.
- Inform the member may withdraw or withhold consent to procedure at any time before the sterilization.

**POLICY AND PROCEDURE: Personnel Training: Informed Consent and Minors' Rights**

- Describe fully the available alternatives of family planning and birth control.
- Advise that the sterilization procedure is considered irreversible.
- Explain fully the description of discomforts and risks and benefits of the procedure.
- Utilize the PM330 sterilization consent form.  
Forms may be downloaded (English and Spanish) from the following Medi-Cal web site:  
[http://files.medi-cal.ca.gov/pubsdoco/forms/PM-330\\_Eng-SP.pdf](http://files.medi-cal.ca.gov/pubsdoco/forms/PM-330_Eng-SP.pdf)