

# NEUROLOGY ADVANCED PRACTICE PROVIDER ADMINISTRATIVE ITEMS



The American Academy of Neurology (AAN) supports team-based care models, of which neurology advanced practices providers (APP) are a vital component. The following guide is meant to serve as a general list of administrative items that neurology APPs should understand and complete by the end of their onboarding period into a neurology practice. Practices and academic departments should add to and adapt this checklist, depending on their practice setting and type and in compliance with their state's scope of practice regulations.

Employee Name: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Administrative Item	Date	Complete (or N/A)
<b>Practice/Department Overview</b>		
Practice Mission, Goals, and Objectives		
Practice Organizational Structure		
Scope of Practice Services		
Care Team Model Overview		
Practice Tour		
Ongoing Professional Activities		
<ul style="list-style-type: none"><li>• Quality improvement activities</li><li>• Practice/department committees</li><li>• Ongoing Professional Practice Evaluation (OPPE)</li><li>• Focused Professional Practice Evaluation (FPPE)</li><li>• Professional association memberships (e.g., AAN, others)</li></ul>		
<b>Practice/Department Safety Procedures</b>		
Fire safety		
Adverse event occurrence reporting		
Infection control and prevention practices		
Utilities management		
National patient safety goals		
Hazardous materials and waste		
Emergency preparedness		
Infant/child abduction and other codes		
<b>Job Responsibilities</b>		
Job description and responsibilities		
Core competencies		
Performance expectations		
HIPAA, Patient confidentiality/privacy		
Documentation expectations		
Test ordering		
Prescriptive Privileges		
Drug Enforcement Administration (DEA) number		
Billing education		
Telehealth education		

Administrative Item	Date	Complete (or N/A)
<b>Job Responsibilities Continued</b>		
Continuing Medical Education (CME) opportunities <ul style="list-style-type: none"> <li>AAN CME opportunities, other associations, etc.</li> </ul>		
Cultural Competency training		
National regulatory maintenance (NPI, DEA, APRN, or PA certification maintenance)		
State regulatory maintenance (practice agreements, prescribing, quality improvement, personal license maintenance)		
<b>Practice Policies and Procedures</b>		
Dress code		
ID Badge responsibilities		
Locker and workspace assignments		
Telecommunication including use of phones, voicemail, paging, faxing, scanning, computer access		
Time keeping and attendance		
Practice or department meeting schedule		
Equipment and supplies		
Vacation and holiday requests		
Performance appraisal process		
Disciplinary process		
Termination/resignation policy		
Education resources		
Communication standards		