

CENTER HEALTH SERVICES STAFFING REQUIREMENTS¹

Centers will provide at least the minimum acceptable hours and types of health services coverage delineated below.

Specific position requirements and required staffing patterns are described below. The Center Director must recruit and hire health professionals who are certified, licensed, or accredited. Further, employment of full- or part-time physicians, dentists, and mental health professionals is subject to the prior approval of the Regional Office in consultation with regional health consultants.

The chart at the end of this exhibit shows staffing requirements by center size (in capacity increments of 100).

1. **Physician:** 4 hours/100 students/week is the minimum required level of physician coverage for centers with a capacity of 2,000 or fewer students. Centers with a capacity greater than 2,000 students are not required to have more than 80 hours of physician coverage.

Up to 2 hours/100 students/week of required physician hours can be assumed by a physician assistant/nurse practitioner to provide routine medical services within the licensee's scope of practice. Centers cannot use nurse practitioners/physician assistants for services that are required by Chapter 6 to be provided solely by a physician (e.g., medical evaluation of HIV positive students). Primary physician hours must be provided in accordance with Table 1.

Table 1

Center Capacity	On/Off Center Coverage
< 200	At least 50 percent of physician hours must be provided on center
200-299	At least 60 percent of physician hours must be provided on center
300-399	At least 75 percent of physician hours must be provided on center
400+	All physician hours must be provided on center, exclusive of care provided off center by or through a specialty clinic

2. **Nursing Staff:** Minimum required nursing coverage (i.e., registered nurse, nurse practitioner, and licensed practical nurse) is 35 hours/100 students/week. Required hours are inclusive of coverage for all shifts (day, evening, night, and weekend/holiday); centers should stagger shift hours based on center needs. Required hours do not include relief coverage for annual, holiday, and sick leave because the number of such days varies by center operator.

¹Minimum qualifications for health positions are contained in Chapter 6.

Centers with a capacity of fewer than 200 slots must fill the nurse position with a registered nurse. Centers with 200 or more slots must have the minimum of a registered nurse in the head/lead nurse position. New hires for this position must meet the above requirements by January 1, 1999.

3. Dentist: 4 hours/100 students/week is the minimum required level of dentist coverage for centers with a capacity of 1,300 or fewer students. Centers with a capacity greater than 1,300 students are not required to have more than 80 hours of dentist coverage. Hours can be increased up to 6 hours/100 students/week in centers that do not utilize the service of a dental hygienist.

Centers with a capacity of fewer than 400 slots may provide dental services at an off-site dental facility/clinic. Centers with a capacity of 400 or more slots must provide dental services on center.

4. Dental Assistant: 6 hours/100 students/week is the minimum required level of dental assistant coverage when dental services are provided on center. Centers with a capacity greater than 1,300 students are not required to have more than 80 hours of dental assistant coverage.

In addition to assisting the dentist, the assistant may provide dental health education, perform clerical work, and/or provide authorized emergency dental care under standing orders. The dental assistant can be employed by the dentist or the center.

5. Dental Hygienist: 4 hours/100 students/week is the minimum required level of dental hygienist coverage when dental services are provided on center. Centers with a capacity greater than 2,000 students are not required to have more than 40 hours of dental hygienist coverage. The dental hygienist can be an independent subcontractor, an employee of the dentist, or an employee of the center. (Refer to item 3, Dentist.)
6. Mental Health Professional: 5 hours/100 students/week is the minimum required level of mental health coverage by a qualified licensed mental health professional. Of the minimum required coverage per week, 50 percent must be used for a combination of the following activities: weekly consultation to staff, annual trainings, disability program support, or TEAP support. Except for emergencies or consults by a psychiatrist, all mental health clinical services defined as “basic health care” in the PRH must be provided on center by the center mental health consultant (CMHC) and/or designated graduate student for centers with graduate training programs.
7. Optometrist: The center must have a (sub)contract with a licensed optometrist (or ophthalmologist) to provide services.
8. Reproductive Health Coordinator: The center must designate a staff member to coordinate reproductive health services. The individual who coordinates this activity does not have to be a member of the health services staff. The hours required for this collateral assignment will vary by the needs of the student population. Although no minimum hours are required, the center must provide reproductive health services as required in Section 6.11, R4, Family Planning Program.
9. Trainee Employee Assistance Program (TEAP) Specialist: A minimum of one full-time (40 hours/week), qualified TEAP specialist is required for centers with a capacity of fewer than 500 slots. Centers with a capacity of:

- Between 500 and 999 slots must provide 60 hours/week of qualified TEAP coverage.
 - Between 1,000 and 1,999 slots must provide 80 hours/week of qualified TEAP coverage.
 - Above 2,000 slots must provide 120 hours/week of qualified TEAP coverage.
10. Tobacco Use Prevention Coordinator: The center must designate a staff member to coordinate tobacco use prevention program activities. The individual who coordinates this activity does not have to be a member of the health services staff. The hours required for this collateral assignment will vary by the needs of the student population. Although no minimum hours are required, the center must provide tobacco use prevention/cessation services as required in Section 6.11, R3, Tobacco Use Prevention Program.
 11. Health Services Administrator: In addition to nursing coverage (item 2 above), a full-time health services administrator is required for centers with a 700+ student capacity. This individual does not have to be a nurse.
 12. Laboratory Personnel: Centers that are certified under the Clinical Laboratory Improvement Act (CLIA) will require qualified laboratory personnel to perform procedures subject to CLIA classification. No minimum requirement is established for this category of staff; however, centers choosing to perform tests under CLIA must adhere to all pertinent staffing requirements.
Note: Nursing staff are responsible for performing routine laboratory screening not subject to CLIA (e.g., dipstick urinalysis, hemoglobin). The number of hours allocated for such activities are included under general nursing hours, as stated in item 2 above.
 13. Clerical Staff: 8 hours/100 students/week is the minimum required level of clerical support staff coverage. Centers with a capacity greater than 1,500 students are not required to have more than 120 hours of clerical support.

MINIMUM STAFFING REQUIREMENTS BY CENTER SIZE

POSITION	HOURS/100 STUDENTS/WEEK	CENTER SIZE										
		200	300	400	500	600	700	800	900	1,000	1,100	1,200
Physician	4	8	12	16	20	24	28	32	36	40	44	48
Nursing Staff	35	70	105	140	175	210	245	280	315	350	385	420
Dentist	4	8	12	16	20	24	28	32	36	40	44	48
Dental Assistant	6	12	18	24	30	36	42	48	54	60	66	72
Dental Hygienist	4	8	12	16	20	24	28	32	36	40	44	48
Mental Health Professional	5	10	15	20	25	30	35	40	45	50	55	60
Optometrist	Subcontract with licensed optometrist required											
Reproductive Health Coordinator	Hours dependent on center need											
TEAP Specialist		40	40	40	40	60	60	60	60	60	60	80
Tobacco Use Prevention Coordinator	Hours dependent on center need											
Health Services Administrator		0	0	0	0	0	40	40	40	40	40	40
Laboratory Personnel	Hours dependent on center need											
Clerical Support	8	16	24	32	40	48	56	64	72	80	88	96
Total Hours		138	207	276	365	434	543	612	681	750	819	888
Total FTE		3.7	5.2	6.9	9.1	11	13.6	15.3	17	18.8	20.5	22.2

MINIMUM STAFFING REQUIREMENTS BY CENTER SIZE

POSITION	HOURS/100 STUDENTS/WEEK	CENTER SIZE										
		1,300	1,400	1,500	1,600	1,700	1,800	1,900	2,000	2,100	2,200	2,300
Physician	4	52	56	60	64	68	72	76	80	80	80	80
Nursing Staff	35	455	490	525	560	595	630	665	700	735	770	805
Dentist	4	52	56	60	64	68	72	76	80	80	80	80
Dental Assistant	6	80	80	80	80	80	80	80	80	80	80	80
Dental Hygienist	4	52	56	60	64	68	72	76	80	80	80	80
Mental Health Professional	5	65	70	75	80	85	90	95	100	105	110	115
Optometrist	Subcontract with licensed optometrist required											
Reproductive Health Coordinator	Hours dependent on center need											
TEAP Specialist		80	80	80	80	80	80	80	120	120	120	120
Tobacco Use Prevention Coordinator	Hours dependent on center need											
Health Services Administrator		40	40	40	40	40	40	40	40	40	40	40
Laboratory Personnel	Hours dependent on center need											
Clerical Support	8	104	112	120	120	120	120	120	120	120	120	120
Total Hours		961	1,018	1,055	1,084	1,133	1,182	1,231	1,320	1,365	1,410	1,455
Total FTE		24	25.5	26.4	27.1	28.3	29.6	30.8	33	34.1	35.3	36.4