

Job Corps Health and Wellness Program

DESK REFERENCE GUIDE

Center Physician



Table of Contents

Introduction	1
Job Corps Overview	3
Organization of Job Corps.....	3
Career Development Services System	4
National Health and Wellness and Disability Programs	4
Center Health and Wellness Team	5
Center Assessments	6
Part 1: Health and Wellness Program (PRH 2.3, R2)	7
Health and Wellness Program —PRH 2.3, R2.....	7
Assessment	7
Treatment	10
Case Management	10
Emergency Care.....	11
Other Required Services	11
Part 2: Health Services (PRH 2.3)	12
Student Introduction to Health Services—PRH 2.3, R1	12
Oral Health and Wellness Program—PRH 2.3, R3	12
Mental Health and Wellness Program—PRH 2.3, R4	12
Trainee Employee Assistance Program (TEAP)—PRH 2.3, R5.....	13
Tobacco Use Prevention Program (TUPP)—PRH 2.3, R6.....	13
Family Planning Program—PRH 2.3, R7	14
HIV/AIDS—PRH 2.3, R8	15
Healthy Eating and Active LifeStyles (HEALS)—PRH 2.3, R9.....	15
Health Aspects of Sports—PRH 2.3, R10	16
Basic Health Services Provided by Job Corps Centers—PRH 2.3, R11.....	16
Health and Medical Costs Exceeding Basic Health Services Provided by Job Corps Centers—PRH 2.3, R12	16
Professional Standards of Care—PRH2.3, R13.....	17
Medication Management—PRH 2.3, R14	17
Waiver of Medical Care—PRH 2.3, R15	17
Health Care Guidelines—PRH 2.3, R16	18
Communicable Disease and Infection Control—PRH 2.3, R17	18
Inventory Records—PRH 2.3, R18	19
Continuous Quality Improvement—PRH 2.3, R19	19
Part 3: Other Program Management	20
PRH Chapter 2.0 Student Support Services	20
Disabilities—PRH 2.4	20
PRH Chapter 3.0 Student Training Services.....	20
Required Instruction for Health and Well-Being—PRH 3.4, R21	20
PRH Chapter 5.0 Management Services	20
Standard Operating Procedures and Plans—PRH 5.1, R3	20
Monthly Meetings with Center Director—PRH 5.1, R35	21
Sexual Assault Prevention and Response—PRH 5.1, R39.....	21
FECA/OWCP—PRH 5.1, R40	21

Health Services Staffing—PRH 5.2, R3.....	21
Significant Incidents—PRH 5.4.....	22
Medical Equipment and Supplies—PRH 5.6, R2	22
Minimum Staff Qualifications—PRH Exhibit 5-3	22
Required Staff Training—PRH Exhibit 5-4.....	22
PRH Chapter 6.0 Administrative Support Services	22
Enrollments, Transfers, and Separations—PRH 6.2	22
Medical Separation with Reinstatement Rights (MSWRs)—PRH 6.2, R5	23
Student Death—6.4, R19.....	23
Authorizations (Consent for Treatment)—PRH 6.5, R5.....	23

Introduction

This Desk Reference Guide (DRG) summarizes your responsibilities as a Job Corps Center Physician (CP), Nurse Practitioner (NP), Physician Assistant (PA). Use this guide in conjunction with the Policy and Requirements Handbook (PRH), Job Corps directives, and other valuable information found on the Job Corps Health and Wellness website.

If you are new to Job Corps, here are a few tips to get you oriented to your new position:

- Contact the [Medical Specialist](#) in your region to introduce yourself and receive a brief orientation to your new position. Your Medical Specialist serves as a technical expert for the Regional Office and the centers in your region—contact your Medical Specialist to answer your questions, clarify Job Corps policies, and provide you with up-to-date information that will assist you in your efforts to meet program requirements.
- Your center has operating procedures (COPs) for the Health and Wellness Program. These procedures define how your program will operate on a day-to-day basis, describe staff roles and responsibilities, and provide guidance on center-specific documentation, reporting, and communication protocols.
- Locate and familiarize yourself with the PRH ([Section 2.3 Health Services](#)), health and wellness Technical Assistance Guides (TAGs), and health-related Job Corps directives (i.e., Information Notices, PRH Change Notices, and Program Instructions).
- Visit the [Job Corps Health and Wellness website](#) to review the latest information about the Job Corps Health and Wellness Program, including updates to this guide.

HEALTH DIRECTORY

Contact information for Job Corps National Office staff, Health Specialists, and Health Support Contractor staff is located on [Staff Directory](#) webpage.

Requirements, policies and procedures for center Health and Wellness programs are defined and clarified in several documents:

- **Code of Federal Regulations (CFR), Section 670.525**—The CFR states the operating requirements for Job Corps. The promotion and maintenance of student health and wellness is a desirable goal as well as a requirement under the CFR: *“A Job Corps center operator must provide medical services, through provision and coordination of a wellness program which includes access to basic medical, dental, and mental health services for all students, from their date of enrollment until separation from the program.”*
- **Policy and Requirements Handbook (PRH)**—The [PRH](#) expands the CFR by establishing operating policy requirements for Job Corps centers. There are six PRH chapters. Chapter 2, section 2.3, defines the required parameters and services of center health and wellness programs.
- **Technical Assistance Guides (TAGs)**—[TAGs](#) contain guidelines and assistance for implementing the policies and requirements set forth in the PRH. As new requirements are added to the PRH, TAGs are updated or new TAGs are developed to assist in implementing policy.

The Job Corps directive and field communication system is used to update the PRH and to disseminate information throughout Job Corps. Three types of directives are issued:

- **PRH Change Notices**—Contain new or revised policy with instructions to delete, replace, or add pages to the PRH. These are required.
- **Program Instruction Notice**—Provide one-time instructions with a designated expiration date. These are required.
- **Information Notices**—Provide one-time announcements with information that is of interest to centers. These are not required.

Following an overview of Job Corps, this guide's format will follow PRH Chapter 2, 2.3 and will address other relevant sections of the PRH.

Job Corps Overview

Job Corps is the nation's largest residential educational and career technical training program for economically challenged young adults aged 16 to 24 (there is no upper age limit for individuals with disabilities who are otherwise eligible). Funded by Congress and administered by the U.S. Department of Labor (DOL), Job Corps has been training young adults since 1964. Students are offered such services as basic education, occupational exploration, career technical training, work-based learning, social and employability skills training, health care, counseling, recreation, and post-program placement support.

The mission of Job Corps is to:

1. Provide students . . .
 - Career and technical training programs that are rigorous and relevant
 - Competencies recognized for employment and advancement in high-growth industries
 - Preparation for multiple jobs in a career path for life
 - Support services to optimize success
2. Provide employers . . .
 - A ready pool of qualified employees
 - Employees with industry-based skill standards and certifications
 - Opportunities to customize training programs with their employment needs
3. Provide communities . . .
 - Partnership opportunities in all phases of the Job Corps operation
 - Partnerships with education and local and regional workforce investment systems
 - A solid business base for those communities in which Job Corps resides
 - A viable resource for community service
4. Provide society . . .
 - Workers and citizens who will contribute to the Nation's economic growth and success

Organization of Job Corps

Job Corps is a national program administered by DOL through the National Office of Job Corps and six Regional Offices. The National Office of Job Corps establishes policy and requirements and facilitates major program initiatives. Job Corps' Regional Offices administer contracts and perform oversight activities.

There are currently over 120 operational Job Corps centers throughout the United States and Puerto Rico, ranging in size from 100 to 2000 students. Each center is part of a region. The six regions include: Atlanta, Boston, Chicago, Dallas, Philadelphia, and San Francisco. Each region has approximately 20 centers within its jurisdiction.

If your center is managed by a company that won the bid for a contract to operate the center, it is referred to as a contract center. If your center is operated by the USDA Forest Service, you are working at a civilian conservation center (CCC). Both contract centers and CCCs work toward the same goals and objectives.

Each center has a Contracting Officer's Representative (COR)/(Program Manager (PM) based in the Regional Office. Your PM/COR is the DOL representative and liaison who works with your center to ensure that you have the resources you need to do your job and that you are working successfully to meet the established program outcomes.

Career Development Services System

The Job Corps Career Development Services System (CDSS) is a comprehensive and integrated career management system for equipping all Job Corps students with the skills, competencies, knowledge, training, and transitional support required to facilitate entry into and sustain participation in a competitive labor market, the military or advanced education or training. The four CDSS periods within which health and wellness services and activities are conducted include:

- **Outreach and Admissions (OA) Period**—OA staff members administer a health questionnaire, request immunizations records, explain to applicants the kinds of health and wellness services available at their center, and review requests for accommodations during the admissions process.
- **Career Preparation Period (CPP)**—The CPP ensures that students are introduced to health and wellness services and are provided accommodations, if needed, to fully participate in program offerings.
- **Career Development Period (CDP)**—The CDP ensures that career management teams coordinate with health services on health-related issues, and students perceive good health as being critical to achieving career goals.
- **Career Transition Period (CTP)**—The CTP ensures that students understand health-related aspects of independent living, students with special needs have systems in place to support transition to and retention of employment, and post-center service providers know how to coordinate with Job Corps when needed to help graduates succeed.

National Health and Wellness and Disability Programs

The National Office, Health Support Contractor, and Accommodation Support Contractor guide the operation of center Health and Wellness and Disability Programs as follows:

- **The National Office**—The Job Corps health and disability components are led by the National Office Health and Wellness Program Manager who is responsible for

developing and implementing the policies and procedures that guide the delivery of health care and reasonable accommodation on center.

- **The Health Support and Accommodation Support Contractor**—The Health Support and Accommodation Support Contractor works with the National Office, all Regional Offices, and all centers to develop and enhance center health and wellness and disability services. For example, the contractor assists the National Office in developing policy, training center staff on new health and wellness and disability initiatives, developing resource materials, collecting and analyzing health and disability program data, pilot testing new health and wellness and disability initiatives, and managing a national network of subject-area experts. Functioning under the auspices of the Health Support and Accommodation Support Contractor, a team of Health/Disability staff is assigned to each Regional Office. Every Regional Office has a Nurse Specialist, Medical Specialist, Mental Health Specialist, Oral Health Specialist, TEAP Specialist, and Regional Disability Coordinator. Health and Disability staff provide technical assistance to center Health and Wellness/Disability staff members and conduct center assessments for quality and compliance with the PRH. Contact information for Job Corps National Office staff, Health Specialists, and Health Support Contractor staff is located on [Staff Directory](#) webpage.

Center Health and Wellness Team

The Health and Wellness Director (HWD) is the administrative team leader for the Health and Wellness Program. All centers have the following staff as part of their Health and Wellness team:

- **Medical:** Center Physician, Nurse Practitioner/Physician Assistant (NP/PA), HWD, nurses, clerical staff
- **Mental Health:** Center Mental Health Consultant (CMHC)
- **Oral Health:** Center Dentist, Dental Assistant, Dental Hygienist
- **Trainee Employee Assistance Program (TEAP):** TEAP Specialist
- **Disability:** Disability Coordinator (DC)

The Center Physician, NP/PA, CMHC, TEAP Specialist, and oral health positions are usually filled by independent subcontractors rather than by center employees. Required staffing levels have been established for each position based on the center's contracted student enrollment capacity and are included in [PRH Exhibit 5-5 Center Health Services Staffing Requirements](#).¹

¹ Four 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 (PA) or Nurse Practitioner (NP) to provide routine medical services within the licensee's scope of practice and supervision requirements. If your state requires a collaborative agreement for supervision of an NP/PA it must be in place for an NP/PA to work on center. The Center Physician/NP/PA may not serve as both the Center Physician/NP/PA and the Health and Wellness Director.

Regional Office waivers may be requested based upon NP/PA availability or variations in the state's nurse practice act regarding NP supervision.

As Center Physician, your role is that of a Medical Director for the Health and Wellness Center (HWC) and medical care provider. The HWD manages daily operations, while you guide the Health and Wellness Program and assume responsibility for the quality of care rendered. The Center Dentist, CMHC, and TEAP Specialist do likewise for their respective areas. Center nurses play a vital role in implementing the Health and Wellness Program and are often given primary responsibility for particular tasks, such as the [Family Planning Program](#) or [Healthy Eating and Active Lifestyles \(HEALS\) Program](#).

The Center Director (CD) has the final administrative decision making authority on all matters concerning students and staff.

Center Assessments

Program Compliance Assessments (PCAs) are much like the accreditation reviews that occur at health facilities nationwide. Approximately every 2-3 years, Health Support and Accommodation Support Contractor personnel visit each center as part of a PCA team. You can expect to have student health records (SHRs), appointment books, and other records audited during this assessment. When the PCA is announced, an assessor will contact the HWD to set up an interview appointment with various members of the HWC staff. In preparation for the health and wellness assessment, you will also be requested to complete the [Center Physician/NP/PA Pre-PCA Questionnaire](#).

The review team uses the PRH and [Health and Wellness PCA tools](#) to conduct an overall assessment of your center's Health and Wellness Program. The PCA tools are designed to highlight the strengths of your program and identify any program components and aspects that are out of compliance with the PRH. The PCA team's report will include a list of noncompliant areas. After the PCA report is released, the center administration will develop and submit corrective action plans (CAPs) to the National and Regional Offices. You may be consulted to assist with formulating CAPs as necessary.

A Regional Office Targeted Assessment (ROTA) may also occur at any time to assess program compliance, follow up on a complaint, or other inquiry. These can be announced or unannounced.

PCAs provide an opportunity for you to highlight the strengths of the health and wellness program and for Regional Office staff to provide feedback about areas that could be changed or improved.

In addition to PCAs, ROTAs, and Corporate Office Center Assessments, the HWDs typically conduct their own internal record audits and program assessments on an ongoing basis. If you are familiar with the program requirements and the assessment criteria, it will be easier to maintain a continuous level of quality and a consistent level of compliance.

Part 1: Health and Wellness Program (PRH 2.3, R2)

Health and Wellness Program —PRH 2.3, R2

The Health and Wellness Program is in place to assist students in attaining and maintaining optimal health. Job Corps centers are required to provide basic health services ([PRH-2, Exhibit 2-4 Job Corps Basic Health Care Responsibilities](#)) to all students and accommodations for students with disabilities.

Center health care delivery consists of assessment, treatment, emergency care, and case management consistent with a community primary care practice. These components are outlined below. In providing care, Job Corps adheres to all current HIPAA regulations regarding consent and confidentiality for protected health information.

Assessment

Step 1: Applicant file review. Information about students arrives on center before you ever see the student. You can get a head start on assessing the student by reviewing all medical information, including the Job Corps Health Questionnaire (ETA 6-53), the Reasonable Accommodation Form, and any other health information in the sealed envelope that comes to the center with the applicant folder prior to the student's arrival.

Step 2: cursory health evaluation. Within a student's first 48 hours on center, nursing staff should complete a cursory health evaluation that includes a health history, vital signs (e.g., weight, height, blood pressure), and laboratory testing as outlined in the PRH (see Laboratory Testing section).

The health history should be documented on the Job Corps Health History Form. This form includes alert questions designated with an asterisk to help Health and Wellness staff members quickly screen for emergent physical-, mental-, and oral-health issues, and serious substance-abuse problems.

Vital signs should be documented on the Job Corps Physical Examination Form. Vision and hearing screening can be completed during the cursory health evaluation or during the entrance physical examination (Step 3).

The cursory health evaluation can be omitted if the entrance physical examination is completed within 72 hours of a student's arrival.

The Job Corps Health Questionnaire (ETA 6-53), Job Corps Health History Form and instructions, and the Job Corps Physical Examination Form are located on the [Frequently Requested Documents](#) webpage.

Step 3: Entrance examination. The entrance physical examination must be completed within 14 days of a student's arrival on center. This examination includes:

- **Complete physical examination**—The physical examination and review of the health history must be conducted by a qualified health professional (i.e., Center Physician,

NP/PA). If the examination is not completed by the Center Physician, they shall authorize the NP/PA to conduct the examination by a written personal authorization. The Job Corps Health History and Job Corps Physical Examination forms must be completed and signed by the qualified health professional who conducted the examination.

- **Immunizations**—All applicants are required to provide Admissions Services with current immunization records at the time of application. Records will be reviewed by center Health and Wellness staff on entry to determine currency of immunizations. Immunizations or boosters should be given to students if immunization records cannot be produced or if immunization series are incomplete. A list of required immunizations can be found in PRH 2: 2.3, R2 (d).

Refer to the Immunizations Guide TAG for optional immunizations (e.g., influenza vaccine) that may be provided to students based on your recommendation, availability, and cost. Centers should consider the Vaccines for Children (VFC) Program to provide immunizations for eligible students, ages 16 through 18 years, according to the latest Centers for Disease Control and Prevention (CDC) guidelines.

All immunizations should be documented on the Job Corps Immunization Record Form.

The Job Corps Immunization Record Form, Hepatitis B Vaccine Series Consent/Declination Form, and the Immunization Guide are located on the [Immunization Guide](#) webpage.

- **Tuberculin Testing**—A tuberculin skin test or blood test is required for all students who do not have proof of a negative test within the past 12 months. Date of testing and results must be documented on the [Job Corps PPD Testing Form](#). Refer to the [Health Care Guidelines and Written Instructions TAG](#) for management of a student with a positive PPD test.
- **Vision Screening**—Job Corps requires that each new student be screened for near, distant, and color vision during the cursory or entrance physical examination. Visual acuity should be tested using the Snellen, Jaeger, or similar tests. Students with refractive errors of 20/40 or worse on the Snellen chart or J/3 or worse on the Jaeger or similar chart should be referred to an optometrist or ophthalmologist. Color vision should be tested using the Ishihara or similar test. Make referrals as appropriate.

If a student needs but does not have corrective lenses, the center must furnish one pair of glasses that meet American National Standards Institute (ANSI) standards. Contact lenses shall be provided if clinically indicated. Students who lose or damage glasses provided by Job Corps shall replace them at their own expense.

- **Hearing Screening**—Job Corps requires that each new student be screened for hearing loss during the cursory or entrance physical examination. In order to meet the [Occupational Safety and Health Administration \(OSHA\)](#) standard, the test is administered by a qualified health professional using an audiometer that can be calibrated and meets the following requirements. Audiometric tests should be pure tone, air conduction, hearing threshold examinations, with test frequencies including as a minimum 250, 500, 1000, 2000, 3000, 4000, 6000, and 8,000 Hz. Students who enroll in career technical training generally known to provide excessive noise based on the

training curriculum (e.g., carpentry, welding, forestry, or other construction related trades) should be retested prior to separation to ensure that hearing loss has not occurred while enrolled in Job Corps. Results of all audiometric tests must be recorded in the SHR.

The OSHA standards and related information, including the Hearing Conservation Program, can be found on the [OSHA](#) website.

See [Program Instruction 08-20: Frequently Asked Questions Regarding the Hearing Conservation Program Required in Accordance with 29 CFR 1910.95](#) (and attachments [08-20a](#), [08-20b](#)) for additional guidance.

- **Laboratory Testing**

The nationally contracted laboratory must be used for HIV, Chlamydia, and urine drug testing; all other laboratory testing may be sent to the nationally contracted laboratory or to a laboratory of the center’s choice.

PRH Entrance Laboratory Testing Requirements	PRH Required Time Frame	Operational Guidance
HIV Antibody Test	Within 48 hours after arrival (see waiver condition, 2.3, R15)	
Syphilis Serology	Optional <i>(The center physician may choose to continue screening for syphilis on entry if there is a significant prevalence in the center population)</i>	Recommend universal syphilis screening as syphilis prevalence has increased in recent years.
Hemoglobin or Hematocrit	Within 48 hours after arrival	Hemoglobin or hematocrit is not routinely recommended as a screening test for this age group. May be waived if no indication or increased risk for anemia.
Sickle Cell Screening (must be offered to all at-risk students)	Within 48 hours after arrival	Sickle Cell Screening is part of newborn screening. Students born in the U.S. will have had this test. This test may be waived unless foreign born, in which case student should be assessed for at-risk status.
Urinalysis (dipstick) for Glucose/Protein	Within 48 hours after arrival	This test may be waived unless clinically indicated.
Drug Screen (urine)	Within 48 hours after arrival	This test may not be waived.
Entrance Laboratory Testing Requirements Males Only	Required Time Frame	Operational Guidance
Urinalysis (dipstick) for leukocyte esterase (gonorrhea screen)	Within 48 hours after arrival	Gonorrhea testing may replace this requirement.
Chlamydia Testing (urine)	Within 48 hours after arrival	

Gonorrhea Testing if leukocyte esterase screen is positive (urine)	Within 48 hours after arrival	
Entrance Laboratory Testing Requirements Females Only	Required Time Frame	Operational Guidance
Pregnancy Test (urine)	Within 48 hours after arrival	
Pap Smear	<p>Females age >21 years (unless documented Pap smear results within 24 months before arrival on center)</p> <p>Within 14 days after arrival</p> <p>Students under age 21 years only require pelvic/speculum exam for clinical indications such as pelvic pain, vaginitis, menstrual disorders, pregnancy, etc.</p>	<p>Note: The American Cancer Society recommends:</p> <ul style="list-style-type: none"> • Cervical cancer testing (screening) should begin at age 25. • Those aged 25 to 65 should have a primary HPV test* every 5 years. If primary HPV testing is not available, screening may be done with either a co-test that combines an HPV test with a Papanicolaou (Pap) test every 5 years or a Pap test alone every 3 years. <p>Pap testing should be waived for students under 25, and the waiver documented in the Student Health Record.</p>
Chlamydia Testing (endocervical or urine)	<p>All females; perform on urine if age < 21 years</p> <p>Within 48 hours after arrival (or at time of pelvic exam if age ≥ 21 years)</p>	<p>Testing on urine is recommended. Vaginal swabs for Chlamydia testing can be self-obtained by the student as an alternative to urine collection.</p>
Gonorrhea Testing (endocervical or urine)	<p>All females; perform on urine if age < 21 years</p> <p>Within 48 hours after arrival (or at time of pelvic exam if age ≥ 21 years)</p>	<p>Testing on urine is recommended. Vaginal swabs for gonorrhea testing can be self-obtained by the student as an alternative to urine collection.</p>

Treatment

Job Corps has a TAG on treatment—the [Health Care Guidelines and Written Instructions TAG](#) contains Personal Authorizations, the Job Corps List of Preferred Medications, information to handle emergencies, Symptomatic Management Guidelines for Non-Health Staff, and Treatment Guidelines for Health Staff.

Case Management

Chronic diseases can have a major impact on the employability of Job Corps students. The Center Physician must work with the health team to develop a care management plan for all

students with chronic health conditions. [Chronic Care Management Plans \(CCMPs\)](#) are tools that provide a systematic approach to treating and managing chronic conditions. Each CCMP includes a student fact sheet; a disease-specific questionnaire sent to the applicant's health care provider during the application process by Admissions Services; a summary of specific interventions; and a flow sheet for periodic treatment plan monitoring.

Once a CCMP has been created, a center nurse most often assumes the role of case manager and works with other center staff to coordinate care. Non-health staff should be included, as appropriate, in the student's care plan.

Common chronic conditions in Job Corps students include asthma, diabetes, HIV infection, hypertension, obesity, seizure disorder, sickle cell disease, sleep apnea, and tobacco cessation. CCMP templates are available for these conditions are available on the [Health Care Guidelines](#) webpage.

Emergency Care

Emergency care is defined as *immediate care provided in a life-threatening situation*. A 24-hour emergency care system must be provided.

- Each center is required to have an Emergency Action Plan which includes sections on natural disaster preparedness, workplace injury, and infection disease and medical emergency. The center physician should review and be aware of center emergency procedures.
- Emergency care may be provided by health or non-health staff. All center staff should be trained in first aid, CPR, and Narcan administration.
- Centers must have a written referral plan or agreement for emergent or urgent off-center medical, oral health, mental health, substance abuse, and inpatient care.
- Staff and student orientation programs should include instruction on emergency care procedures.
- If a student is transported off center for care, appropriate center health staff should be notified promptly per center policy.

Other Required Services

- A daily walk-in clinic outside of the training hours for students to receive routine health care.
- An observation unit (during office hours) for minor conditions, such as respiratory infections or flu symptoms.
- An appointment system for follow-up during the training day for treatment of chronic, urgent, and other conditions within the capabilities of center health professionals. Treatment Guidelines for Health Staff shall be used to manage common acute and chronic conditions.
- Access to prescription medications.
- An off-center specialist referral system.

Part 2: Health Services (PRH 2.3)

Student Introduction to Health Services—PRH 2.3, R1

Students learn about the center’s Health and Wellness Program through orientation sessions and the student handbook. You should coordinate with the HWD to understand the content and you are encouraged to participate in orientation, which occurs soon after students arrive on center, and is designed to:

- Prepare students for required medical examinations and tests
- Inform students about available health and wellness services
- Begin building motivation for preventive care
- Elicit questions and concerns
- Help new students feel comfortable and at ease using health and wellness services

The ultimate goal is to foster wellness as an employability skill and to move students from a school-based model of health care to a work-based model of health care with reliance upon self-management during the workday.

Oral Health and Wellness Program—PRH 2.3, R3

The general emphasis of the Oral Health and Wellness Program shall be on early detection, diagnosis of oral health problems, basic oral health care, dental hygiene, and prevention/ education (e.g., oral hygiene instructions, caries risk assessments, the relationship between oral health and employability, oral health and wellness plans).

The Oral Health and Wellness Program is led by the Center Dentist and supported by a Dental Hygienist and a Dental Assistant.

Mental Health and Wellness Program—PRH 2.3, R4

The general emphasis of the Mental Health and Wellness Program shall be on the early identification and diagnosis of mental health problems, basic mental health care, and mental health promotion, prevention, and education designed to help students overcome barriers to employability.

The Center Mental Health Consultant:

- Provides assessments and recommendations for Job Corps applicants.
- Coordinates a mental health promotion and education component for Job Corps staff and students.

- Utilizes an employee assistance program approach that includes short-term counseling, referral to center support groups, and crisis intervention services for students with mental health conditions.
- Makes recommendations for care management plans and accommodations for students with chronic mental health conditions.
- Assists students with chronic mental health conditions. Services may be documented on Mental Health Chronic Care Management Plans (MHCCMPs).
- Works with you to coordinate care for students being treated with psychotropic medication. Centers may wish to consider regularly scheduled consultation with a community Psychiatrist or Advanced Practice Nurse with prescribing privileges.

Trainee Employee Assistance Program (TEAP)—PRH 2.3, R5

The general emphasis of TEAP shall be on prevention, education, identification of substance use problems, intervention services, relapse prevention, and helping students overcome barriers to employability.

The TEAP Specialist:

- Ensures orientation of new students to the center's TEAP program as a center-wide alcohol and drug prevention and education effort with a focus on preventing barriers to employability.
- Provides center-wide substance prevention and education services that encourage healthy lifestyle choices.
- Conducts assessment of students to identify substance use problems and develops intervention services as needed.
- Coordinates relapse prevention services.
- Assures adherence to Job Corps' Zero Tolerance (ZT) policy for substance abuse among students.
- Coordinates all aspects of the biochemical testing program—from scheduling students for drug testing to training staff in the use of alcohol testing devices.
- Ensures that the integrity of the biochemical testing program is maintained.
- Submits quarterly alcohol reports to the National Office.

Tobacco Use Prevention Program (TUPP)—PRH 2.3, R6

Centers must implement a program to prevent the onset of tobacco use and to promote tobacco-free environments and individuals. To support this program, a TUPP Coordinator shall be appointed (he or she need not be a Health and Wellness staff member). Centers must establish a smoke-free, tobacco-free environment for the majority of the center. Centers are encouraged to maintain an entirely tobacco-free environment, especially during the training day.

TUPP requirements:

- All buildings and center-operated vehicles must be smoke free.
- Tobacco products must not be sold on center.
- If center operators choose to allow smoking and use of tobacco products, they must designate specific areas for tobacco use. It is required that these areas be at least 25 feet, or as required by state law, away from all building entrances.
- Minor students' access to tobacco products should be restricted as required by state law.
- Minors who use tobacco products shall be referred to the TUPP.
- All services provided should be documented in the SHR.

TUPP tips:

- Case management for tobacco cessation should be offered to all students who use tobacco products.
- Designated smoking areas should be located away from central locations thereby discouraging non-smokers from congregating with smokers and have proper receptacles.
- Staff should not smoke in the presence of students.

Family Planning Program—PRH 2.3, R7

Health and Wellness staff members provide reproductive health services with the assistance of mental health and other staff, as needed. These services cover sexuality, family planning, sexually transmitted infections (STIs), and pregnancy management. All students, regardless of gender should be included in family planning education and services.

Each center has a designated Family Planning Coordinator. As Center Physician, you are encouraged to offer all currently available methods of contraception for students, either provided on center, or by referral off center.

Students who are pregnant and/or experiencing pregnancy-related medical conditions shall be afforded the same access to medical services, leave and medical separation as any other student experiencing a medical condition, unless otherwise provided by law.

State laws are rapidly changing and if your state does not allow for the following guidance for the care of an individual student, contact the National Office. Once a center learns that a student is pregnant, pregnancy-related services shall include:

- Information on the options of continuing or terminating the pregnancy.
- Prenatal services on center and/or in the community until separation, to include a comprehensive gestational record.

- The Center Physician, in conjunction with an obstetrical provider and the student, will agree upon a care-management and separation plan that takes into account the health and safety of the pregnant student before and after childbirth.
- The center shall identify available community health/social resources and services, and will make arrangements for transportation for the purpose of obtaining such resources and services. In lieu of the center providing transportation, the center may approve a student's request to be transported by a friend, partner or family member.
- The center shall not pay for an abortion unless the pregnancy is the result of rape or incest or unless a physician has certified that the student suffers from a physical disorder, injury, illness, or condition that places her in danger of death unless an abortion is performed.
- A student who is experiencing a pregnancy-related medical condition may be placed on paid administrative leave.

If required by applicable state laws in which the center is located, the center shall notify the student's parent/guardian of a student's pregnancy if the student is a minor, and if required by applicable state law, inform the student of this requirement prior to the disclosure.

The Family Planning TAG and pregnancy-related forms are located on the [Family Planning](#) webpage.

HIV/AIDS—PRH 2.3, R8

All students receive HIV/AIDS education, testing on entry and when clinically indicated, follow up, and counseling. HIV-positive students receive case management on center but are often treated by off-center infectious disease specialists.

Pre-test counseling must be recorded on [Form 2-02 HIV Testing Information Sheet](#).

All students, whether positive, negative, or indeterminate, receive post-test counseling. You (or your designee) and the CMHC are required to notify HIV-positive students of their test results and should identify local resources that provide comprehensive care for students with HIV infection. HIV positive students should receive counseling on partner notification and notifying intravenous drug contacts. HIV positive test results should be reported to the state and/or local health department.

Healthy Eating and Active LifeStyles (HEALS)—PRH 2.3, R9

Sound nutrition and physical activity, along with other healthy behaviors, form the basis for wellness. Centers are required to establish a Healthy Eating and Active LifeStyles (HEALS) Committee to oversee and coordinate this program, incorporate student preferences into program planning, provide individualized weight management programming and/or counseling, incorporate motivational interviewing and goal setting into counseling, and periodically assess the program.

The Center Physician should play an active role in guiding individual weight management options and supporting center-wide HEALS programming.

Job Corps' [HEALS program](#) website provides an evidence-based curriculum to educate students; guidance for food service, recreation, Health and Wellness staff, as well as information for instructors and residential living staff; web-based trainings and workshops; tips to integrate healthy living into the center culture; and strategies to evaluate the program.

Health Aspects of Sports—PRH 2.3, R10

Job Corps students' participation in sports and athletics can lead to improved physical/mental health and well-being. A well-planned program can only be achieved when factors such as adequate nutrition, general health and safety, environmental conditions, training, protective equipment, first aid and treatment of injuries are understood and implemented, when necessary, by center staff.

As Center Physician, you must document sports clearance annually on the Job Corps Physical Examination Form.

Basic Health Services Provided by Job Corps Centers—PRH 2.3, R11

Center operators are responsible for providing and paying for basic health care as detailed in [Exhibit 2-4 Job Corps Basic Health Care Responsibilities](#).

Providers may not bill third party payors, including Medicaid, for basic health services covered by the provider's subcontract.

Health and Medical Costs Exceeding Basic Health Services Provided by Job Corps Centers—PRH 2.3, R12

Centers should assist students in seeking third-party health insurance coverage that will be available should the student have medical needs or costs beyond the basic health services provided by the center.

If a Job Corps student experiences a medical emergency or unanticipated serious illness requiring off-center treatment:

- Evaluate the student's medical condition to determine if a medical separation with reinstatement rights (MSWR) is appropriate.
- Request third-party payment only for services beyond those basic services stipulated in the center operator's prime contract.

Professional Standards of Care—PRH2.3, R13

The medical practice standards for Job Corps HWCs are comparable to those for other health facilities found in communities nationwide. All Health and Wellness staff in the Job Corps setting should follow accepted professional standards of care and are subject to state laws.

Documentation of current medical licensure, DEA registration, and malpractice insurance should be kept on file in the HWC.

As part of professional standards of care, all Health and Wellness staff must document all prescribed medications, treatment, laboratory tests ordered and results in the SHR. All staff must follow current standards of care when providing health services and treating illnesses and injuries.

Medication Management—PRH 2.3, R14

Medication management policies are outlined in [PRH Appendix 203](#). Key Center Physician tasks include:

- Follow state and federal laws for medications, including applicable ePrescribing laws.
- Document prescription orders in the SHR.
- Confirm the rationale for long-term prescribed non-controlled medications at least monthly with case conference between the HWD (or designee who is authorized under his/her state license to administer drugs) and the prescribing health professional. Medication rationale and review includes student adherence, side effects, and whether or not the medication is leading to the desired effect.
- Review and approve prescriptions by the center physician/nurse practitioner/physician assistant generated for students by health practitioners in the community or at the student's place of residence by the Center Physician/NP/PA.

Schedule II Controlled substances on center should be limited to individual prescriptions for specific students. It is vital to follow appropriate procedures when storing controlled substances on center. Among other procedures, all controlled substances must be double locked and counted by two staff members at least weekly with the count recorded on a log.

Waiver of Medical Care—PRH 2.3, R15

The Center Physician/NP/PA may waive any portion of the medical examination and laboratory testing except for the entrance drug testing and tuberculin testing if in their opinion there is sufficient justification or if a student refuses. Such a waiver shall be clearly documented by the Center Physician/NP/PA in the student's health record and include an explanation as to why the decision was made. If a student refuses any of these services, you may waive the examination, test, and/or immunization if it is felt there is sufficient justification. The waiver and an explanation of why it was granted must be documented and signed by the student and you and placed in the SHR.

Health Care Guidelines—PRH 2.3, R16

Health Care Guidelines (HCGs) provide information concerning accepted practices for common health problems and situations in Job Corps. There are several reasons why it is important that each center has specific written instructions to be used throughout Job Corps. They are designed to:

- Help ensure the safety and comfort of students.
- Provide evidence-based scientific rationale to support decisions regarding treatment of students.
- Decrease the possibility of medicolegal concerns for center staff.
- Provide information and training on current health care practices for the staff.
- Save time for the consulting medical personnel to address other problems requiring their special attention.
- Facilitate the orientation of new health and non-health staff.
- Provide non-health staff with direction for action, especially when a member of the Health and Wellness staff is not available or not on center.

All HCGs shall be approved and signed annually by you, the CMHC, or Center Dentist, as appropriate, and shall be kept in the HWC.

Annually on August 15th, each center shall submit a memorandum to the Regional Office indicating which, if any, HCGs have been modified. Copies of any personal authorizations for health staff and HCGs that have changed shall be sent to the Regional Office for approval. Personal authorizations for non-health staff shall be retained on center.

The [Health Care Guidelines and Written Instructions TAG](#) includes Health Staff Treatment Guidelines, Non-Health Staff Symptomatic Management Guidelines, and Prototype Staff Authorizations.

Communicable Disease and Infection Control—PRH 2.3, R17

The HWD should establish infection control policies and procedures, train staff, and monitor compliance. Center staff must always use universal precautions in the care of students, especially when there is a potential for exposure to blood or body fluids. Universal precautions include barrier protection (e.g., gloves, masks, gowns), hand washing, procedures for cleaning and disposing of sharp instruments, sterilization, and disinfection.

Follow infection control measures as mandated by state and federal law. Report cases of disease to state and local health departments in accordance with state and local laws. The Bloodborne Pathogen Plan should be reviewed and updated annually.

The [Immunizations Guide TAG](#) provides additional information and guidance.

Inventory Records—PRH 2.3, R18

Health and Wellness staff members are responsible for controlling access, inventory, and storage of medical and dental supplies and equipment. Most commonly used medications and supplies should be limited to no more than a three-month inventory.

Continuous Quality Improvement—PRH 2.3, R19

Quality improvement activities should focus on improving performance as well as compliance with the standards of care. These activities are essential to managing and improving the care provided to the students by the HWC. Consider the following when establishing a continuous quality improvement system on your center:

- Seek feedback from students through the quarterly Student Experience Assessment (SEA).
- Conduct regular chart audits ([Quality Assurance Health Record Audit form](#)).
- Utilize the Student Government Association's Health and Wellness Committee to develop a quality management system that works for your center.
- Establish ongoing processes to assess the effectiveness of current treatment protocols.

Part 3: Other Program Management

PRH Chapter 2.0 Student Support Services

Disabilities—PRH 2.4

Job Corps is required to ensure its program and facilities are accessible and provide reasonable accommodation to individuals with disabilities to prevent discrimination on the basis of disability. Each center should have Disability Coordinators who ensure the center is providing services to students with disabilities as required by the PRH and Workforce Innovation and Opportunity Act (WIOA) regulations.

Guidelines for providing reasonable accommodation are outlined in [Form 2-03 Procedures for Providing RA-RM-AAS for Participation in the Job Corps Program](#) and on the [Job Corps Disability](#) and the [Learning Disabilities](#) websites.

PRH Chapter 3.0 Student Training Services

Required Instruction for Health and Well-Being—PRH 3.4, R21

During the Career Development Period (CDP), students receive instruction on a variety of health topics including emotional and social well-being, depression, STIs, and nutrition and fitness. As time permits, you are encouraged to participate in student health education as an occasional guest instructor.

PRH Chapter 5.0 Management Services

Standard Operating Procedures and Plans—PRH 5.1, R3

A standard/center operating procedure (SOP/COP) is an established procedure to be followed in carrying out a given operation or in a given situation. All SOPs/COPs should be center specific and individualized. It is recommended that your center have a SOP/COP for each health- and wellness-related PRH component and additional procedures for specific center policies (e.g., filling a first aid kit, dispensing medicine). Requirements for SOPs/COPs vary among centers and center operators.

SOPs/COPs should:

- Reflect current PRH information and be updated anytime there is a change in policy or practice.
- Include a reference to the corresponding PRH component.
- Provide a detailed, step-by-step approach to complying with the PRH requirement or performing the center practice.
- Reference center-specific forms, if applicable.

Four SOPs are required for the Health and Wellness program ([PRH-5, Exhibit 5-1, Standard Operating Procedures](#)):

- Prescribed Non-controlled Medications
- Prescribed Controlled Substances
- Over-the-Counter Medications
- Health and Wellness Center Staffing

Monthly Meetings with Center Director—PRH 5.1, R35

As Center Physician, you and the CMHC are required to meet monthly together or individually with the Center Director to discuss clinical and organizational issues. Meeting minutes should be retained and include documentation of attendees and items discussed.

Sexual Assault Prevention and Response—PRH 5.1, R39

Each center must establish a program for sexual assault prevention, counseling, treatment, and follow-up care. Centers are required to develop a sexual assault response team (SART) that involves center staff and outside resources.

A significant incident report must be filed by the health staff in the SIR System. Sexual assaults must be reported to local law enforcement authorities as required by state and local law.

The [Sexual Assault Prevention and Response](#) webpage provides additional guidance and information.

FECA/OWCP—PRH 5.1, R40

Job Corps students are considered federal employees for purposes of the Office of Workers Compensation Program (OWCP). OWCP benefits do not begin to accrue until the day following a student's separation (e.g., MSWR) from the program. If students sustain injuries (1) resulting from training-related activities, or (2) incurred outside of the training day, in the dormitory, during recreational activities, or while on off-center sponsored trips, they are eligible to file a claim with OWCP. Injuries occurring during horseplay or as a result of drug/alcohol use do not disqualify a student from OWCP benefits eligibility.

When a student reports an injury that occurred in the performance of duty, the staff member responsible for reporting will complete the online Employee's Compensation Operations and Management Portal (ECOMP) form (CA-1) and print a copy for filing in the SHR. If the student is medically separated due to the injury, the form must be submitted to the OWCP district office within 10 working days of the injury, after approval from the National Office.

Health Services Staffing—PRH 5.2, R3

Center management has a responsibility to employ or subcontract with qualified health care providers. The role of the regional medical specialist in hiring is limited to review of professional credentials. The number of hours required to staff a Job Corps HWC is determined by the

center's contracted student enrollment capacity; these requirements are included in [PRH Exhibit 5-5, Center Health Services Staffing Requirements](#).

Significant Incidents—PRH 5.4

A Significant Incident Report (SIR) is a detailed report submitted by center staff documenting Job Corps-related significant incidents (e.g., serious injury, assault, death). The purpose of these reports is to ensure proper and effective management of serious incidents involving students, staff, or facilities.

All Job Corps centers are required to submit a SIR within 24 hours of the center being made aware of the incident (6 hours in the case of student or reportable staff death). SIRs must be submitted within this timeframe even if all information has not yet been gathered or a resolution has not yet been determined.

Medical Equipment and Supplies—PRH 5.6, R2

Centers shall purchase equipment and supplies from government supply service centers (GSA, HHS, VA), whenever possible. The Job Corps Suggested Equipment and Supplies are located on the [Frequently Requested Documents](#) webpage.

Minimum Staff Qualifications—PRH Exhibit 5-3

All Health and Wellness staff must meet minimum education and licensure qualifications, which can be found in [PRH-5, Exhibit 5-3 Minimum Staff Qualifications](#).

Required Staff Training—PRH Exhibit 5-4

All Job Corps employees are required to complete trainings when they begin employment. Some trainings, such as HIPAA, CPR/first aid, and bloodborne pathogens, etc., must be repeated annually. [Exhibit 5-4 Required Staff Training](#) lists training requirements and frequency.

In addition to required training, all Job Corps employees are required to complete an additional 5 hours of adolescent growth and development training. This requirement may be met by attending Job Corps trainings and webinars or through training by outside professional organizations.

PRH Chapter 6.0 Administrative Support Services

Enrollments, Transfers, and Separations—PRH 6.2

If a student transfers from one center to another and has received medical services, including mental health, oral health, and TEAP, the transferring center will provide a legible or typed summary note on the student's current status, medication, and treatment compliance at least 2 weeks prior to the student's arrival. The SHR must arrive at the time of student arrival.

Medical Separation with Reinstatement Rights (MSWRs)—PRH 6.2, R5

Medical separations occur when students have significant health problems that are beyond basic health services and that preclude participation in career training, are too complex to manage on center, or are unusually costly.

- Medical separations are initiated by Health and Wellness staff and are used as a last resort to manage a student's healthcare issues. For medical issues, the Center Physician must conduct an assessment and determine the student's diagnosis, which is documented in the SHR. The HWD will assign a diagnostic code corresponding to the diagnosis. The Center Physician must determine the individualized treatment instructions, note the referral sources, and note what is to be accomplished during the MSWR, prior to approving reinstatement to the center. Health and Wellness staff must approve a student's transportation plan.

Students on MSWR are contacted at least monthly by the HWD to assess progress and plan their return to Job Corps within the 180 days allowed. Center staff may submit a request to the Regional Office to extend an MSWR beyond 180 days for extenuating circumstances. The request should be accompanied by supporting documentation from the student's healthcare provider verifying that extension of the MSWR is medically necessary. Requests will be reviewed on a case-by-case basis.

If a student does not consent to the MSWR, the center must conduct a Health Care Needs Assessment ([Form 2-05](#)) to keep on file in the SHR in order to provide evidence for the need for the MSWR over the objection of the student.

The Center Director must approve all medical separations.

Student Death—6.4, R19

In the event of a student's death, the Center Director must notify multiple parties, arrange for the remains to be sent home, and forward student records to the National Office. A significant incident report (SIR) must be submitted. Many of these activities may be delegated to Health and Wellness staff.

Authorizations (Consent for Treatment)—PRH 6.5, R5

The Job Corps Health Questionnaire (ETA 6-53), which authorizes basic/routine health care, is placed in the SHR. If the student is a minor, the form should have been signed by the student's parent/legal guardian. Students are not mandated to provide health information on the ETA 6-53.

Written consent/authorization from the student (if age \geq 18 years) or parent/legal guardian (if age 16 or 17 years) for any care or services beyond basic/routine health care authorized on initial ETA 6-53 should also be placed in SHR.