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| **STANDARD OPERATING PROCEDURES** | Center Name: |
| SOP No.: |
| Effective Date: |
| Page No.: **#** of **#** |
| Approval: |
| PRH reference: PRH Chapter 5.2 R3, R5, Exhibit Exhibits 5-3 and 5-6, Information Notice 15-27,  |
| Title: Health and Wellness Center Staffing  |

**This SOP is just an example. Each center must create their own policy to meet their students’ needs that complies with applicable state and federal laws, as well as the PRH.**

1. **PURPOSE**

To ensure the Health and Wellness Center (HWC) is staffed based on the Job Corps Policy and Requirements Handbook (PRH) standards.

To document a plan for staffing, including strategies for addressing vacancies, in accordance with PRH policies and other applicable laws.

1. **POLICY**

The center director is responsible for recruiting and hiring health professionals who are certified, licensed, and/or accredited in the state where the center is located. The employment of full- or part-time health and wellness directors, staff nurses, physicians, nurse practitioners, physician assistants, dentists, dental hygienists, dental assistants, TEAP specialists, and mental-health professionals is subject to the prior approval of the Regional Office (contract centers) or National Office (civilian conservation centers) in consultation with the Regional Health Specialists. Staff must meet the minimum qualifications outlined in PRH Exhibit 5-3. Waivers for specific position requirements may be requested from the National Office and will be determined on a case-by-case basis.

HWC staff members, including those on satellite centers, must provide services within the scope and standard of practice defined by state and federal laws and may not work outside this defined scope and standard of practice. State practice acts for all available HWC staff positions will be printed and kept on center; acts will be updated frequently.

The center director is responsible for ensuring that all HWC staff practice within their scope. If any HWC position is vacated or if the staff member is on leave, the center director must have a documented recruitment and coverage plan to ensure there is adequate coverage and oversight that will meet the practice acts for the state where the center is located.

1. **PROCEDURES**

**HWD:** The HWD position must be staffed with a registered nurse (RN) licensed in the state where the center is located. The HWD provides daily management and oversight of the HWC. The HWD must have an active, unrestricted RN license, and work within the scope of his/her license. The HWD may not serve as both the HWD, center RN, and the NP/PA or other position on center (e.g., Health Occupations or Medical Trade Instructor). Staffing hours must meet requirements in PRH 5: Exhibit 5-6.

In the absence of the HWD, center directors should ensure there is adequate **daily** nursing supervision for licensed practical/vocational nurses (LPN/LVN) during HWC open hours based on the state supervision requirements, state practice laws, and scope and standards of practice for the state where the center is located. Absence of the HWD may be due to vacation, a vacant manager position, medical leave absence, etc. If there is a second RN employed in the HWC, s/he may serve as acting HWD. If there is not a second RN available to serve as acting HWD, a staffing agency RN or corporate RN may be used as acting HWM. ***The corporate RN may only fill in as the HWD if she/he is licensed in the state the center is located in or if the state the center is licensed in and the state the corporate nurse is licensed in are both part of the multi state compact practice act.***

INSERT STATE PRACTICE ABILITIES OF HWD (RN)

Insert practice act, hyperlink, or the statement below:

***HWD:***

*The practice acts for RNs for the state of\_\_\_\_\_\_\_\_\_\_\_ is on file in the Wellness Center and available for review. The staffing plan for coverage for nursing has been developed to meet state practice and supervisory requirements.*

INSERT RECRUITMENT PLAN & COVERAGE PLAN: (must include)

***Short term coverage plan (vacations, short term leave):EXAMPLE:***In the absence of the HWD or RN Supervisor, center directors should ensure there is adequate **daily** nursing supervision for licensed practical/vocational nurses (LPN/LVN) during HWC open hours based on the state supervision requirements, state practice laws, and scope and standards of practice for the state where the center is located. Absence of the HWD may be due to vacation, a vacant manager position, medical leave absence, etc. If there is a second RN employed in the HWC, s/he may serve as acting HWD. If there is not a second RN available to serve as acting HWD, a staffing agency RN or corporate RN (if compact states) may be used as acting HWD.

***Long term coverage plan (vacancies):EXAMPLE*** In the absence of the HWD or RN Supervisor, center directors should ensure there is adequate **daily** nursing supervision for licensed practical/vocational nurses (LPN/LVN) during HWC open hours based on the state supervision requirements, state practice laws, and scope and standards of practice for the state where the center is located. Absence of the HWD may be due to vacation, a vacant manager position, medical leave absence, etc. If there is a second RN employed in the HWC, s/he may serve as acting HWD. If there is not a second RN available to serve as acting HWD, a staffing agency RN or corporate RN may be used as acting HWD.

***Recruitment plan:* Example 1**: For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

**Example 2:**HR/Finance places ads on job board websites, advertises in the local newspapers. HR attends local job fairs and recruits RN’s from local RN graduate programs. Positions are also filled from within by promoting current eligible staff. HR places the open positions on social media outlets including the contractor’s web page.

The employment of Wellness Directors’ is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists. The Human Resources Department with the oversite of the center director (CD), will be recruiting and hiring of a Wellness Director, must be a RN. The candidate must be certified, licensed, and/or accredited in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 5-6.

**Staff Nurse(s) Registered Nurse (RN):** Nurses must have active, unrestricted licenses, and work within the scope of their licenses. Staffing hours must meet requirements in PRH 5: Exhibit 5-6.

**Staff Nurse(s):** **Licensed Practical/Vocational Nurse (LP/VN**): Nurses must have active, unrestricted licenses, and work within the scope of their licenses. LPN/LVNs must be supervised by a RN in accordance with state nurse practice act. Staffing hours must meet requirements in PRH 5: Exhibit 5-6.

INSERT STATE PRACTICE ABILITIES OF ALL TYPES OF NURSES EMPLOYED ON CENTER. INCLUDE DIRECT VS. INDIRECT SUPERVISION OF LPNS/LVNS

Insert practice act, hyperlink, or the statement below:

***Staff nurses (RNs):***

*The practice acts for RNs for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for nursing coverage has been developed to meet state practice and supervisory requirements.*

***Staff nurses (LVN/LPN):***

*The practice acts for LPNs/LVNs for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for nursing coverage has been developed to meet state practice and supervisory requirements. In the state of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a LPN/LVN is required to have direct or indirect supervision. (Please specify)*

INSERT RECRUITMENT PLAN & COVERAGE PLAN: (must include)

***Short term coverage plan (vacations, short term leave):EXAMPLE***In the short-term absence of the staff nurse other center nurses for vacations and illnesses and HWD will provide adequate coverage. If there is only 1 staff nurse and she is absent, the HWD will temporarily perform the duties of the staff nurse or the center may utilize a nurse from a staffing agency. *In the absence of a staff RN the HWD can fill in for up to 2 weeks.*

***Long term coverage plan (vacancies):EXAMPLE***In the long-term absences of the staff nurse due to a vacancy other center nurses and HWD will provide adequate coverage while the center is recruiting a replacement. If there is only 1 staff nurse and she is absent, the center will utilize a nurse from a staffing agency.

***Recruitment plan:* Example 1**: For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

**Example 2:HR/**Finance places ads on job board web sites, advertises in the local newspapers,

 HR attends local job fairs and recruits RN’s and/or PNs from local RN or PN graduate programs. Positions are also filled from within by promoting current eligible staff. HR places the open positions on social media outlets including the contractor’s web page.

The employment of staff nurses is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists. The Human Resources Department with the oversite of the center director (CD), will be recruiting and hiring and filling of staff nurse positions. The candidate must be certified, licensed, and/or accredited in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 5-6.

**Physician:** The physician provides medical services and program supervision. The physician must have an active, unrestricted license, work within the scope of his/her license, and preferably be board certified. The physician serves as medical director and is responsible for all supervision requirements as defined by state practice laws. Staffing hours must meet requirements in PRH 5: Exhibit 5-6.

INSERT STATE PRACTICE ABILITIES OF CP

Insert practice act, hyperlink, or the statement below:

***Physician:***

*The practice acts for physicians for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for center physician coverage has been developed to meet state practice and supervisory requirements.*

INSERT RECRUITMENT PLAN & COVERAGE PLAN: (must include)

***Short term coverage plan (vacations, short term leave):******EXAMPLE****:* If the center physician is unavailable, he has a Collaborative Practice Agreement in place with a nurse practitioner with who meets the qualifications and practice requirements under state law. The NP will provide coverage during short term absences such as vacations and illnesses. Wellness staff will follow the HCGs. If there is no NP available then Wellness staff will follow the HCGs, for situations that occur during the training day, or arrangements will be made to have students sent to the contracted center physician’s off-center private practice office to receive necessary medical care. The center physician is available to take calls for further orders. After-hour student emergencies will be handled by sending students to the local hospital ER for assessment and treatment.

***Long term coverage plan (vacancies):EXAMPLE:*** In the event of a vacancy and no NP available that can practice independently in the state the center is located in (insert state name) Wellness Center Staff will only provide basic first aid to students. The HCGs will no longer be valid. Students with non-emergent conditions/situations will be seen at \_\_\_\_\_\_\_\_\_\_\_Urgent Care and for students who have noted emergencies, they will be sent to \_\_\_\_\_\_\_\_\_\_\_ Hospital ER. Physicals will be performed on a weekly basis at \_\_\_\_\_\_\_\_\_ Urgent Care or \_\_\_\_\_\_\_\_Clinic or per temporary agreement with the physician offices of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Recruitment plan:** **Example:** For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

The contracting of center physicians is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists. The candidate must be certified, licensed, and/or accredited in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 5-6.

**Nurse Practitioner (NP)/ Physician Assistant (PA):** The NP/PA may provide primary care services, as defined in individual state practice acts. The NP/PA must have an active, unrestricted license and work within the scope of his/her license. Staffing hours must meet requirements in PRH 5: Exhibit 5-6.

INSERT STATE PRACTICE ABILITIES OF NP OR PA IF APPLICABLE

Insert practice act, hyperlink, or the statement below:

***Nurse Practitioner (NP):***

*The practice acts for NPs for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for NP coverage has been developed to meet state practice and supervisory requirements. In the state of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a NP is able to practice independently, practice with restrictions, or have a collaborative agreement with a physician. (Please specify).*

***Physician Assistant (PA):***

*The practice acts for PAs for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for PA coverage has been developed to meet state practice and supervisory requirements. In the state of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAs are required to have \_\_\_\_\_\_\_\_\_ physician supervision. (Please specify).*

**Short term coverage plan: EXAMPLE:** In the short term absence of the NP or PA for vacations or other short term leaves the center physician will provide coverage.If the center physician is unavailable then Wellness staff will follow the HCGs, for situations that occur during the training day, or arrangements will be made to have students sent to the contracted center physician’s off-center private practice office to receive necessary medical care. The center physician is available to take calls for further orders. If needed, after-hour student emergencies will be handled by sending students to the local hospital ER for assessment and treatment.

**Long term coverage plan:** **EXAMPLE:** If the NP or PA positions is vacant then the center physician will provide coverage at 4 hours/100/students/contracted OBS until a replacement is found or the center may decide to have the center physician cover the 4hours per hundred per OBS instead of filling the vacancy.

**Recruitment plan:** **EXAMPLE:** For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

The contracting of NPs and Pas is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists. The candidate must be certified, licensed, and/or accredited in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 5-6.

**Dentist:** The dentist provides dental services and program supervision. The dentist must have an active, unrestricted license, and work within the scope of his/her license. Staffing hours must meet requirements in PRH 6: Exhibit 6-5.

INSERT STATE PRACTICE ABILITIES OF DDS

Insert practice act, hyperlink, or the statement below:

***Dentist:***

*The practice acts for dentists for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for center dentist coverage has been developed to meet state practice and supervisory requirements.*

INSERT RECRUITMENT PLAN & COVERAGE PLAN: (must include)

**Short term coverage plan: EXAMPLE:** For the Center Dentist due to vacation or short-term absence from the center, the Wellness staff will follow the HCGs. Also, the Center Dentist will be contacted via phone and verbal orders will be taken by the HWD or staff nurse. For emergencies that occur during the training day, arrangements will be made to have students sent to the contracted center physician’s off-center private practice office or placed on schedule to been seen to receive necessary dental assessment/care. After-hour student emergencies will be handled by sending students to the local hospital ER for assessment and treatment.

**Long term coverage plan: EXAMPLE:** In the long-term absence of the Center Dentist due to position vacancy, Wellness Center Staff will only provide basic first aid to students. Students with non-emergent conditions/situations will be seen at \_\_\_\_\_\_\_\_\_\_\_ Urgent Care and for students who have noted emergencies, they will be sent to \_\_\_\_\_\_\_\_\_ Hospital ER. OR a temporary agreement will be utilized with a local dentist to provide services until a center dentist is recruited.

**Recruitment plan:****EXAMPLE:** For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

The contracting of the center dentist is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists. The candidate must be certified, licensed, and/or accredited in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 5-6.

**Dental Hygienist:** The dental hygienist must have an active, unrestricted license, and work within the scope of his/her license. Staffing hours must meet requirements in PRH 6: Exhibit 6-5.

INSERT STATE PRACTICE ABILITIES OF HYGIENIST

Insert practice act, hyperlink, or the statement below:

***Dental Hygienist:***

*The practice acts for dental hygienists for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for dental hygienist coverage has been developed to meet state practice and supervisory requirements. In the state of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a dental hygienist is required to have direct or indirect supervision. (Please specify)*

INSERT RECRUITMENT PLAN & COVERAGE PLAN: (must include)

**Short term coverage plan: EXAMPLE:** In the short-term coverage of the Dental Hygienist due to vacation or short-term absence from the center, the Center Dentist will function in carrying out dental clinical roles/responsibilities of the Dental Hygienist.

**Long term coverage plan**: **EXAMPLE**: In the long-term absence of the Dental Hygienist due to position vacancy, a local staffing agency Dental Hygienist will be sought to act in the place of the Dental Hygienist. Also, the Center Dentist will perform in carrying out dental clinical roles/responsibilities until a replacement is found.

**Recruitment plan:** **EXAMPLE**: For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

The contracting or employment of the dental hygienist is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists. The candidate must be certified, licensed, and/or accredited in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 5-6.

**Dental Assistant:** The dental assistant should work within the scope of his/her certification. The dental assistant must be certified to take dental X-rays. Staffing hours must meet requirements in PRH 6: Exhibit 6-5.

INSERT STATE PRACTICE ABILITIES OF DENTAL ASSISTANT

Insert practice act, hyperlink, or the statement below:

***Dental Assistant:***

*The practice acts for dental assistants for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for dental assistant coverage has been developed to meet state practice and supervisory requirements. In the state of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a dental assistant is required to have direct or indirect supervision. (Please specify)*

INSERT RECRUITMENT PLAN & COVERAGE PLAN: (must include)

**Short term coverage plan:** **EXAMPLE:** For short term coverage of the Dental Assistant due to vacation or short-term absence from the center, the Center Dentist or Dental Hygienist will function in carrying out dental clinical roles/responsibilities of the Dental Assistant. The center medical clerk may also temporarily assume some of the duties.

**Long term coverage plan:** **EXAMPLE:** In the long-term absence of the Dental Assistant due to position vacancy, a local staffing agency Dental Assistant may be sought to act in the place of the Center Dental Assistant. The Center Dentist or Hygienist will function in carrying out dental clinical roles/responsibilities until the position is filled or a staffing agency dental assistant is hired until position is filled.

**Recruitment plan: EXAMPLE:** For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

The contracting or employment of the dental assistant is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists. The candidate must be certified, licensed, and/or accredited in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 5-6.

**Center Mental Health Consultant (CMHC):** The CMHC is a clinical/counseling psychologist or clinical social worker who must have an active, unrestricted license, and work within the scope of his/her license. The CMHC is responsible for the implementation and coordination of the mental health and wellness program (MHWP), which includes early identification and diagnosis of mental health problems, basic mental health care, and mental health promotion, prevention, training, and education. Staffing hours must meet requirements in PRH 6: Exhibit 5-6.

INSERT STATE PRACTICE ABILITIES OF CMHC BASED ON LICENSE /CREDENTIALS

Insert practice act, hyperlink, or the statement below:

***Center Mental Health Consultant (CMHC):*** *The practice or service acts for CMHC’s licensure* as a clinical/counseling psychologist or clinical social worker or (insert type of license) *for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for center mental health consultant coverage has been developed to meet state practice~~,~~ certification and PRH credential requirements.*

INSERT RECRUITMENT PLAN & COVERAGE PLAN: (must include)

**Short term coverage plan**: **EXAMPLE:** In the short-term coverage of the CMHC due to vacation or short-term absence from the center, Wellness staff will follow the HCGs. For emergencies that occur during the training day, arrangements will be made to have students sent to the contracted center physician’s off-center private practice office, local mental health agency, or local ER to receive necessary care. After-hour student emergencies will be handled by sending students to the local hospital ER for assessment and treatment.

**Long term coverage plan:** **EXAMPLE:** In the long-term absence of the CMHC due to position vacancy, Wellness Center Staff will only provide basic precautionary measures. Students with non-emergent conditions/situations may be referred to their specific Counselor for assessment. Based on the issue or situation the student may be scheduled with the center physician for further evaluation and referral. A Psychologist from the local community may be temporarily hired under a professional services contract. If an emergency is noted, students will be sent to \_\_\_\_\_\_ Hospital ER for evaluation.

**Recruitment plan:****EXAMPLE:** For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

The contracting of the center mental health consultant is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists.(PRH Change Notice 15-10) The candidate must meet state practice certification, have an active, unrestricted license to practice as an independent practitioner and/or accredited in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 6-5.

**Trainee Employee Assistance Program (TEAP) Specialist:** The TEAP specialist must have an active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements, and work within the scope of his/her license or certification. Staffing hours must meet requirements in PRH 5: Exhibit 5-6. Per the PRH (6.11 R1 e (d)), urine collection is conducted by the health and wellness staff or a trained designee in rare circumstances.

INSERT STATE PRACTICE ABILITIES OF TEAP SPECIALIST BASED ON LICENSE /CREDENTIALS

Insert practice act, hyperlink, or the statement below:

***Trainee Employee Assistance Program (TEAP) Specialist:***

*The practice acts for TEAP Specialists/LADC (substitute appropriate credential) for the state of\_\_\_\_\_\_\_\_\_\_\_ are on file in the Wellness Center and available for review. The staffing plan for TEAP Specialist coverage has been developed to meet state practice, certification, and PRH credential requirements.*

INSERT RECRUITMENT PLAN & COVERAGE PLAN: (must include)

**Short term coverage plan:** **EXAMPLE:** In the short-term coverage of the TEAP Specialist due to vacation or short-term absence from the center, the Staff RN and/or Staff LVN/LPN will function in carrying out TEAP clinical roles/responsibilities.

**Long term coverage plan:** **EXAMPLE:** In the long-term absence of the TEAP Specialist due to position vacancy, the HWD and/or Staff RN will function together in carrying out TEAP clinical roles/ responsibilities. The center counselors and CMHC will also participate in the coverage of the TEAP services.

**Recruitment plan: EXAMPLE:** For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

The contracting of the center TEAP Specialist is subject to the prior approval of the Regional Office in consultation with the Regional Health Specialists. The candidate must meet state practice certification, have an active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state of \_\_\_\_\_\_\_\_\_ per the staffing qualifications of PRH Exhibit 5-3 for at least the minimum of staffing hourly requirements per Exhibit 6-5.

**Clerical Staff:** Staffing hours must meet requirements in PRH5: Exhibit 5-6. We currently have 24 hours allotted for clerical support.

**Short term coverage plan: EXAMPLE:** In the short-term coverage of Clerical Staff due to vacation or short-term absence from the center, the HWD and/or Wellness Staff Nurse will function in carrying out Clerical Staff roles/responsibilities.

**Long term coverage plan:** **EXAMPLE:** In the long-term absence of Clerical Staff due to position vacancy, the HWD and/or Wellness Staff Nurse will function together in carrying out Clerical Staff roles/responsibilities. Other center clerical staff may be utilized temporarily until position is filled.

**Recruitment plan:** **EXAMPLE:** For recruitment and advertisement purposes, employment and subcontract announcements are posted electronically on Monster.com, Indeed.com, and on local college employment boards. Ads are also posted with the local Department of Labor Offices, unemployment offices, and are advertised in the local newspapers.

**Optometrist:** Staffing must meet requirements in PRH 5: Exhibit 5-6.

**Laboratory Personnel:** If applicable, staffing must meet requirements in PRH 5: Exhibit 5-6.