

## CENTER HEALTH SERVICES STAFFING REQUIREMENTS<sup>1</sup>

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, dental hygienists, TEAP Specialists, Health and Wellness Managers, and mental-health professionals is subject to the prior approval of the Regional Office in consultation with Regional Health Specialists. Waivers for specific position requirements may be requested from the Regional Office and will be determined on a case-by-case basis. (See PRH 5.2, R4.)

1. **Physician:** 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. The Center Physician/PA/NP may not serve as both the Center Physician/PA/NP and the Health and Wellness Manager.
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.

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 Health and Wellness Manager position. The Health and Wellness Manager may not serve as both the Health and Wellness Manager and the NP/PA.

3. **Dentist:** Three hours/100 students/week is the minimum required level of dentist coverage by a qualified licensed dentist.

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:** Four hours/100 students/week is the minimum required level of dental assistant coverage when dental services are provided on center.

In addition to assisting the dentist, the assistant may provide dental-health education, perform clerical work, and/or perform authorized duties under health-care guidelines and as allowed by the state practice act. The dental assistant can be employed by the dentist or the center.

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<sup>1</sup>Minimum qualifications for health positions are contained in Exhibit 5-3.

5. Dental Hygienist: Three hours/100 students/week is the minimum required level of dental hygiene coverage by a qualified licensed dental hygienist or dentist. The dental hygienist can be an independent subcontractor, an employee of the dentist, or an employee of the center.
6. Center Mental Health Consultant (CMHC): Six hours/100 students/week is the minimum required level of mental health coverage by a qualified licensed mental-health professional. Except for emergencies or consults by a psychiatrist, all mental-health clinical services defined as basic health care in PRH Exhibit 6-4 must be provided on center by the CMHC and/or designated intern, extern, or practicum graduate student.
7. Optometrist: The center must have a (sub)contract with a licensed optometrist (or ophthalmologist) to provide optometric 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-and-wellness 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 PRH Section 6.11, R4, Family Planning Program.
9. Trainee Employee Assistance Program (TEAP) Specialist: Six hours/100 students/week is the minimum required level of TEAP coverage by a qualified TEAP specialist. Of the minimum required coverage per week, 50 percent must be used for a combination of the following activities: prevention and education for students and staff, consultation to center director, CMHC, and other staff, and annual trainings. All TEAP services defined as basic-health services in PRH Exhibit 6-4 must be provided on center by the TEAP Specialist.
10. Tobacco Use Prevention Program (TUPP) 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-and-wellness 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 PRH Section 6.11, R3, Tobacco Use Prevention Program.
11. Health-Services Administrator: In addition to nursing coverage (item 3 above), a full-time Health-Services Administrator is required for centers with a 700-plus 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 nursing staff hours, as stated in Item 3 above.

13. Clerical Staff: Eight 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/<br>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                         | 3  | 6           | 9   | 12  | 15  | 18   | 21   | 24   | 27   | 30    | 33    | 36    |
| Dental Assistant                | 4  | 8           | 12  | 16  | 20  | 24   | 28   | 32   | 36   | 40    | 44    | 48    |
| Dental Hygienist                | 3  | 6           | 9   | 12  | 15  | 18   | 21   | 24   | 27   | 30    | 33    | 36    |
| Center Mental Health Consultant | 6  | 12          | 18  | 24  | 30  | 36   | 42   | 48   | 54   | 60    | 66    | 72    |
| Optometrist                     | Subcontract with licensed optometrist required |             |     |     |     |      |      |      |      |       |       |       |
| Reproductive Health Coordinator | Hours dependent on center need                 |             |     |     |     |      |      |      |      |       |       |       |
| TEAP Specialist                 | 6  | 12          | 18  | 24  | 30  | 36   | 42   | 48   | 54   | 60    | 66    | 72    |
| TUPP 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 | 345 | 414  | 523  | 592  | 661  | 730   | 799   | 868   |
| Total FTE                       |  | 3.5         | 5.2 | 6.9 | 8.6 | 10.4 | 13.1 | 14.8 | 16.5 | 18.3  | 20.0  | 21.7  |

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| POSITION                        | HOURS/100 STUDENTS/<br>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                         | 3  | 39          | 42    | 45    | 48    | 51    | 54    | 57    | 60    | 63    | 66    | 69    |
| Dental Assistant                | 4  | 52          | 56    | 60    | 64    | 68    | 72    | 76    | 80    | 84    | 88    | 92    |
| Dental Hygienist                | 3  | 39          | 42    | 45    | 48    | 51    | 54    | 57    | 60    | 63    | 66    | 69    |
| Center Mental-Health Consultant | 6  | 78          | 84    | 90    | 96    | 102   | 108   | 114   | 120   | 126   | 132   | 138   |
| Optometrist                     | Subcontract with licensed optometrist required |             |       |       |       |       |       |       |       |       |       |       |
| Reproductive-Health Coordinator | Hours dependent on center need                 |             |       |       |       |       |       |       |       |       |       |       |
| TEAP Specialist                 | 6  | 78          | 84    | 90    | 96    | 102   | 108   | 114   | 120   | 126   | 132   | 138   |
| TUPP 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                     |  | 937         | 1,006 | 1,075 | 1,136 | 1,197 | 1,258 | 1,319 | 1,380 | 1,437 | 1,494 | 1,551 |
| Total FTE                       |  | 23.4        | 25.2  | 26.9  | 28.4  | 29.9  | 31.5  | 33.0  | 34.5  | 36.0  | 37.4  | 38.8  |