

## 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. For contract centers, employment of full- or part-time physicians, nurse practitioners/physician assistants, Health and Wellness Managers, staff nurses, dentists, dental hygienists, dental assistants, TEAP Specialists, and mental health professionals is subject to the prior approval of the Regional Office in consultation with Regional Health Specialists. For civilian conservation centers, employment of full- or part-time physicians, nurse practitioners/physician assistants, health and wellness managers, staff nurses, dentists, dental hygienists, dental assistants, TEAP Specialists, and mental health professionals is subject to the prior approval of the National Office in consultation with Regional Health Specialists. Waivers for specific position requirements may be requested from the National Office, and will be determined on a case-by-case basis. (See PRH 5.2, R4.)

1. Physician: Two hours/100 students/week is the minimum required level of physician coverage by a qualified licensed physician.
2. Nurse Practitioner/Physician Assistant (NP/PA): Two hours/100 students/week is the minimum required level of nurse practitioner/physician assistant coverage by a qualified licensed NP/PA. The NP/PA may not serve as both the NP/PA and the Health and Wellness Manager.
3. 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.

4. 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.

5. 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

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

- as allowed by the state practice act. The dental assistant can be employed by the dentist or the center.
6. 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.
  7. 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. Of the minimum required coverage per week, 50 percent must be used for a combination of the following activities: mental health promotion, prevention, and education for students and staff; consultation to Center Director and staff; annual trainings; disability program support; or TEAP support. Except for emergencies or consults by a psychiatrist, all mental health clinical services defined as basic health care in PRH Exhibit 6-4 must be provided on center by the CMHC and/or designated intern, extern, or practicum graduate student.
  8. Optometrist: The center must have a (sub)contract with a licensed optometrist (or ophthalmologist) to provide optometric services.
  9. 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.
  10. 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.
  11. 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.
  12. Health Services Administrator: In addition to nursing coverage (item 3 above), a full-time Health Services Administrator is required for centers with a 700+ student capacity. This individual does not have to be a nurse.
  13. 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.

14. 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/WEEK	CENTER SIZE										
		200	300	400	500	600	700	800	900	1,000	1,100	1,200
Physician	2	4	6	8	10	12	14	16	18	20	22	24
NP/PA	2	4	6	8	10	12	14	16	18	20	22	24
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

**MINIMUM STAFFING REQUIREMENTS BY CENTER SIZE**

POSITION	HOURS/100 STUDENTS/WEEK	CENTER SIZE										
		1,300	1,400	1,500	1,600	1,700	1,800	1,900	2,000	2,100	2,200	2,300
Physician	2	26	28	30	32	34	36	38	40	42	44	46
NP/PA	2	26	28	30	32	34	36	38	40	42	44	46
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	1,441	1,502	1,563
Total FTE		23.4	25.2	26.9	28.4	29.9	31.5	33.0	34.5	36.0	37.6	39.1