

## **EXHIBIT 5-6**

### **CENTER HEALTH SERVICES STAFFING REQUIREMENTS**

Centers will provide at least the minimum acceptable hours and types of health-services coverage delineated below.<sup>1</sup>

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, Trainee Employee Assistance Program (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 Chapter 5, Section 5.2, R5.)

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 and supervision requirements. The terms of supervision, where applicable, must be outlined in a collaborative agreement and contracts for the Center Physician and the NP/PA. 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.

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

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.

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): Nine 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 Exhibit 2-4 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 Chapter 2, Section 2.3, R7, Family Planning Program.
9. Trainee Employee Assistance Program (TEAP) Specialist: Fifteen 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 Exhibit 2-4 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 Chapter 2, Section 2.3, R6, Tobacco Use Prevention Program.

11. Health-Services Administrator: In addition to nursing coverage (Item 2 above), a full-time Health-Services Administrator is required for centers with a 700-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 2 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/ 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	9	18	27	36	45	54	63	72	81	90	99	108
Optometrist	Subcontract with licensed optometrist required											
Reproductive Health Coordinator	Hours dependent on center need											
TEAP Specialist	15	30	45	60	75	90	105	120	135	150	165	180
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		162	243	324	405	486	607	688	769	850	931	1012
Total FTE		4.05	6.075	8.10	10.13	12.15	15.18	17.20	19.23	21.25	23.28	25.30

Position	Hours/ 100/ Students/ Week	Center Size										
		1,300	1,400	1,500	1,600	1,700	1,800	1,900	2,000	2,100	2,200	2,300
Physician	4	52	56	60	64	68	72	76	80	80	80	80
Nursing Staff	35	455	490	525	560	595	630	665	700	735	770	805
Dentist	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	9	117	126	135	144	153	162	171	180	189	198	207
Optometrist	Subcontract with licensed optometrist required											
Reproductive Health Coordinator	Hours dependent on center need											
TEAP Specialist	15	195	210	225	240	255	270	285	300	315	330	345
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		1093	1174	1255	1328	1401	1474	1547	1620	1689	1758	1827
Total FTE		27.32	29.35	31.38	33.20	35.03	36.85	38.68	40.50	42.23	43.95	45.67