

STANDARD OPERATING PROCEDURES	Center Name:
	SOP No.:
	Effective Date:
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Approval:	
PRH reference: PRH 6.12 R1, Exhibit 6-5, Information Notice 15-27, PRH 5.2 R4, Exhibit 5-3	
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.

A. 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.

B. 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 managers, 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.

C. PROCEDURES

HWM: The HWM position must be staffed with a registered nurse (RN) licensed in the state where the center is located. The HWM provides daily management and oversight of the HWC, as well as nursing

services. The HWM must have an active, unrestricted RN license, and work within the scope of his/her license. The HWM may not serve as both the HWM and the NP/PA or other position on center (e.g., Health Occupations or Medical Trade Instructor). Staffing hours must meet requirements in PRH 6: Exhibit 6-5.

In the absence of the HWM 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 HWM 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 HWM. If there is not a second RN available to serve as acting HWM, a staffing agency RN or corporate RN may be used as acting HWM.

INSERT STATE PRACTICE ABILITIES OF HWM (RN)

INSERT RECRUITMENT PLAN & COVERAGE PLAN

Staff Nurse(s): 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 6: Exhibit 6-5.

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

INSERT RECRUITMENT PLAN & COVERAGE PLAN

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 6: Exhibit 6-5.

INSERT STATE PRACTICE ABILITIES OF CP

INSERT RECRUITMENT PLAN & COVERAGE PLAN

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 6: Exhibit 6-5.

INSERT STATE PRACTICE ABILITIES OF NP OR PA IF APPLICABLE

INSERT RECRUITMENT PLAN & COVERAGE PLAN IF APPLICABLE

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 RECRUITMENT PLAN & COVERAGE PLAN

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 RECRUITMENT PLAN & COVERAGE PLAN

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 RECRUITMENT PLAN & COVERAGE PLAN

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 6-5.

INSERT STATE PRACTICE ABILITIES OF CMHC BASED ON LICENSE /CREDENTIALS

INSERT RECRUITMENT PLAN & COVERAGE PLAN

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 6: Exhibit 6-5. 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 RECRUITMENT PLAN & COVERAGE PLAN

Health-Services Administrator (HSA): If applicable, staffing hours must meet requirements in PRH 6: Exhibit 6-5.

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

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

Clerical Staff: Staffing hours must meet requirements in PRH 6: Exhibit 6-5.