

July 5, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 16-02
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Chapter 5, Exhibit 5-1

1. Purpose. To revise current PRH requirements for required Standard Operating Procedures (SOPs) to include an additional SOP for Health and Wellness Center (HWC) staffing.
2. Background.

Health and Wellness Center Staffing Standard Operating Procedure

HWC staff members must operate within and not above the scope of practice defined by state and Federal laws. Scope of practice describes the procedures, actions, and processes that a health-care practitioner is permitted to undertake in keeping with the terms of their professional license. It is limited to that which the law allows for specific education and experience, and demonstrated competency. This means identifying who has the ability to prescribe, dispense, administer, and monitor medications.

The Center Director should ensure that all HWC staff members practice within their scope. Any absence or vacancy – including vacations – must be properly addressed to ensure that the HWC meets supervision, coverage, and scope of practice laws.

Centers must have a SOP for HWC staffing to ensure that recruitment, employment, and leave coverage comply with state and Federal laws. This SOP requirement has been added to PRH Exhibit 5-1. The SOP should be adapted to the needs of the center and should reflect individual centers plans for staffing and coverage. State practice acts for all available HWC staff positions should be used in the drafting of the HWC staffing SOP to outline scope of practice and supervision requirements. Copies of current state practice acts should be printed and kept on center. A template for creating a Health and Wellness Center Staffing SOP is included with this PRH Change Notice.

3. Explanation of PRH Changes. PRH changes are as follows:
 - a. Changed Chapter 5: Exhibit 5-1, Standard Operating Procedures, by adding “r. Health and Wellness Center Staffing” and checking the box for “Centers.”
4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010, or davis.johnetta@dol.gov.

Attachments

PRH Exhibit 5-1
SOP Template for Health and Wellness Center Staffing