

July 19, 2004

<b>DIRECTIVE:</b> JOB CORPS PRH CHANGE NOTICE NO. 04-03
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
                          ALL JOB CORPS REGIONAL DIRECTORS  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:**                GRACE A. KILBANE  
                          National Director  
                          Office of Job Corps

**SUBJECT:**            PRH Chapters 5 and 6: Update and Revision of Health Care Guidelines

1. Purpose. To revise and update policy requirements regarding health care guidelines (formerly known as standing orders).
2. Background. Before standing orders were implemented in November 1977, documents that described the delivery of health services, the policies and procedures that governed the provision of health care, and the staff members who were authorized to perform health-related functions, did not exist. Although there were documents that described some procedures, such as how and when wellness checks were held, or how injured or ill students were to be cared for at night and on weekends, etc., these procedures were often insufficiently described.

Since most Job Corps centers only have the services of a physician<sup>1</sup> for a few hours each week, many health and non-health staff are called upon to assess medical, dental, and mental health problems, and even to provide treatment, in the center physician's absence. Thus, standing orders were introduced to help staff perform various health-related functions via specific written instructions.

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<sup>1</sup> References to physician can also include the nurse practitioner, physician's assistant, dentist, mental health consultant, and/or health services administrator (for symptomatic management guidelines for non-health staff), as appropriate.

In 2004, a major overhaul of the original standing orders occurred. Technical orders have been revised to become professional standards of care, treatment guidelines for health staff, symptomatic management guidelines for non-health staff, and personal authorizations. Therefore, the Policy and Requirements Handbook (PRH) has been updated to reflect the new terminology.

3. Explanation of Changes. Highlights of PRH changes are as follows:

***PRH Chapter 5, Management***

- Revise Exhibit 5-2, Health Reports, by changing the report title from "Health Standing Orders" to "Health Care Guidelines."

***PRH Chapter 6, Administrative Support***

- Revise the Table of Contents by changing 6.12 Health Administration, R9, "Written Standing Orders" to "Health Care Guidelines."
- Revise Section 6.12, R9 to read as follows:

*R9. Health Care Guidelines*

- a. All health care guidelines shall be approved and signed annually by the center physician, center mental health consultant, or center dentist, as appropriate.*
- b. Current signed and dated health care guidelines shall be kept in the health and wellness center.*
- c. Annually, each center shall submit a memorandum to the Regional Office indicating which health care guidelines have been modified. Copies of any individual health staff authorizations and health care guidelines that have changed shall be sent to the Regional Office for approval. (Refer to Exhibit 5-2, Plan and Report Submission Requirements, for reporting deadlines.)*

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 5, Exhibit 5-2, dated February 1, 2002	Chapter 5, Exhibit 5-2, July 20, 2004
Chapter 6, Table of Contents, dated October 1, 2002	Chapter 6, Table of Contents, dated July 20, 2004
Chapter 6, Section 6.12, dated June 2, 2003	Chapter 6, Section 6.12, dated July 20, 2004

5. Effective Date. July 20, 2004
6. Action. Addressees are to ensure that a copy of this PRH Change Notice is distributed to the appropriate staff.
7. Inquiries. Direct any inquiries to Barbara Grove, RN at (202) 693-3116, or email to [grove.barbara@dol.gov](mailto:grove.barbara@dol.gov).

Attachments:

Chapter 5, Exhibit 5-2

Chapter 6, Table of Contents

Chapter 6, Section 6.12