



DIRECTIVE:	JOB CORPS PROGRAM CHANGE NOTICE NO. 25-06
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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
ALL CENTER USERS

FROM: ERIN MCGEE
Administrator
Office of Job Corps

SUBJECT: Health and Disability Programmatic Revisions to the Policy and Requirements Handbook (PRH) Section 2.3, Appendix 203, Section 5.1, Exhibit 5-2, Exhibit 5-4, Exhibit 5-5.

1. **Purpose.** To update the Job Corps Policy and Requirements Handbook (PRH) to incorporate health and wellness guidance changes from recently released Program Instruction Notices (PINs) and additional opioid safety requirements.
2. **Background.** Changes in this release update the PRH to incorporate the following PINs:
 - PIN 24-09 Amending Nursing and Trainee Employee Assistance Program Specialist Hours
 - PIN 24-11 Revisions to the Entrance Laboratory Testing Requirements
 - PIN 23-08 Electronic Prescribing (e-Prescribing) in Job Corps
 - PIN 22-16 Responding to Opioid Overdose in Job Corps

3. **Explanation of Changes.**

Section 2.3 R2 – Health and Wellness Program

- Updated entrance laboratory guidelines.
- Updated training requirements for opioid identification and response.
- Added Automated External Defibrillator (AED) requirement.
- Added required dosage and Narcan locations.

Section 2.3 R4 – Trainee Employee Assistance Program (TEAP)

- Inserted student opioid overdose prevention and training requirement.

Section 5.1 R18 – Emergency Action Plan

- Added “Opioid overdose” to Emergency Action Plan (EAP) Elements.

Section 5.6 R2 – Medical Equipment and Supplies

- Cross referenced with Section 2.3 R2, related to AED and required dosage and Narcan locations

Exhibit 5-2 – Plan and Report Submission Requirements

- Added “Emergency Action Plan” to Annual Plans.

Exhibit 5-4 – Required Staff Training

- Added “Opioid Overdose, Identifying Opioids, Center-Specific Naloxone/Narcan Protocols.” Required that Residential staff complete this training prior to working in dormitories.

Exhibit 5-5 – Center Health Services Staffing Requirements

- Combined Health and Wellness Manager with nursing staff hours.
- Updated nursing staff hours.
- Added requirement for full-time RN at satellite centers with OBS 100 or lower.
- Amended TEAP Specialist hours.
- Clarified Laboratory Personnel description.
- Added Health and Wellness Director for centers with an onboard strength (OBS) greater than 600.

Appendix 203 – Medication Management

- Added electronic prescribing requirements for prescribed medication (non-controlled) and controlled substances.

4. **Action Required.** Center operators should disseminate this Change Notice to all appropriate staff. Upon release of this Change Notice, the following PINs are rescinded:
 - PIN 24-09 Amending Nursing and Trainee Employee Assistance Program Specialist Hours,
 - PIN 24-11 Revisions to the Entrance Laboratory Testing Requirements,
 - PIN 23-08 Electronic Prescribing (e-Prescribing) in Job Corps, and
 - PIN 22-16 Responding to Opioid Overdose in Job Corps
5. **Effective Date.** Immediately.
6. **Inquiries.** Inquiries should be directed to Johnetta Davis at davis.johnetta@dol.gov.
7. **PRH Website Access.** This Change Notice and revisions to the PRH can be accessed within two weeks on the PRH website address: <https://prh.jobcorps.gov>.