

EXHIBIT 5-5

CENTER HEALTH SERVICES STAFFING REQUIREMENTS

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

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 directors, 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 directors, 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 Director.
2. Health and Wellness Director: Forty hours/week is the minimum required level of Health and Wellness Director coverage for all centers. The Health and Wellness Director minimum qualification is registered nurse or nurse practitioner. The Health and Wellness Director may not serve as both the Health and Wellness Director and the Nurse Practitioner (NP), Physician Assistant (PA), or Certified Nursing Assistant (CNA) instructor. The Health and Wellness Director is a single dedicated position.
3. Staff Nurses: Minimum required nursing coverage (i.e., registered nurse, nurse practitioner, and licensed practical/vocational nurse) is 50 hours/100 students/week. At least one of the full-time staff nurses must be a registered nurse. Other nursing positions may be filled by licensed practical/vocational nurses; however, nurse staffing must comply with scope of practice duty and supervision requirements outlined in the respective state's Practice Act.

Required hours include coverage for all shifts. Centers are responsible for allocating and

¹ Minimum qualifications for health positions are contained in Exhibit 5-3.

managing these hours across all shifts to meet the needs of the center. Required hours do not include relief coverage for annual, holiday, and sick leave because the number of such days varies by center operator. Satellite centers must staff an RN. Registered nurses on staff must not serve as the Health and Wellness Director, the NP/PA, CNA instructor, or in another paid capacity on center.

4. Dentist: Three hours/100 students/week is the minimum required level of dentist coverage by a qualified licensed dentist.

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.

5. 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.

6. 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.

7. Center Mental Health Consultant (CMHC): Twenty 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 clinical mental health services defined as basic health care in Exhibit 2-4 must be provided on center or via HIPAA compliant telehealth platforms by the CMHC and/or by the designated post-doctoral fellow, intern, extern, or practicum graduate student under the direct supervision of the CMHC. Reviews and recommendations for applicant files and assessments and recommendations related to student separation from the program must be conducted by the CMHC.

8. Optometrist: The center must have a (sub)contract with a licensed optometrist (or ophthalmologist) to provide optometric services.

9. 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.

10. 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.
11. 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.
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
Health and Wellness Director	40	40	40	40	40	40	40	40	40	40	40	40
Staff Nurse	50	100	150	200	250	300	350	400	450	500	550	600
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	20	40	60	80	100	120	140	160	180	200	220	240
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											
Laboratory Personnel	Hours dependent on center need											
Clerical Support	8	16	24	32	40	48	56	64	72	80	88	96
Total Hours		254	361	468	575	682	789	896	1003	1110	1217	1324
Total FTE		5.86	8.33	10.80	13.27	15.74	18.21	20.68	23.15	25.62	28.08	30.55

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
Health and Wellness Director	40	40	40	40	40	40	40	40	40	40	40	40
Staff Nurse	50	650	700	750	800	850	900	950	1000	1050	1100	1150
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	20	260	280	300	320	340	360	380	400	420	440	460
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											
Laboratory Personnel	Hours dependent on center need											
Clerical Support	8	104	112	120	120	120	120	120	120	120	120	120
Total Hours		1431	1538	1645	1744	1843	1942	2041	2140	2235	2330	2425
Total FTE		33.02	35.49	37.96	40.25	42.53	44.82	47.10	49.38	51.58	53.77	55.96