

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.10.30	Page 1 of 4
	Original Effective Date: 12/20/11	New Effective Date: 11/28/22
	Supersedes: 500.10.30	Dated: 10/02/17
	Administrator's Approval: Sarah Cooper, Administrator – 11/15/22	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Staffing		

POLICY

The Division of Adult Institutions shall ensure sufficient number and types of healthcare staff to care for the patient population.

REFERENCES

Standards of Care for Health Services in Prisons, National Commission on Correctional Health Care, 2018 P-C-07 Staffing

DEFINITIONS, ACRONYMS AND FORMS

Advanced Care Provider (ACP) – Provider with prescriptive authority, to include physicians, dentists, advanced practice nurse prescribers and physician assistants.

DAI – Division of Adult Institutions

HSM – Health Services Manager

NC4 – Nurse Clinician 4 refers to the clinician who has oversight of operations at their designated Centers within the Center System.

PROCEDURE**I. General Guidelines**

- A. The Director of Nursing shall be responsible for developing and updating the staffing plan for nurses at each facility.
- B. The Medical Director shall be responsible for developing and updating the staffing plan for ACPs at each facility.
- C. The Dental Director shall be responsible for developing and updating the staffing plan for dentistry services at each facility.
- D. The Mental Health Director shall be responsible for developing and updating the staffing plan for psychiatrists at each facility.
- E. The Psychology Director shall be responsible for developing and updating the staffing plan for psychologists at each facility.
- F. The Pharmacy Director shall be responsible for developing and updating the staffing plan for the Central Pharmacy.

DAI Policy #: 500.10.30	New Effective Date: 11/28/22	Page 2 of 4
Chapter: 500 Health Services		
Subject: Staffing		

- G. The adequacy and effectiveness of the staffing plan are assessed based on each facility's ability to meet the healthcare needs of the patient population. The Warden/Superintendent, HSM/NC4 and assigned Nursing Coordinator shall review the staffing plan and address any concerns related to the ability to meet the healthcare needs of the population prior to sending it to the Director of Healthcare Administration for final approval.
- H. For the center system, a documented plan shall be in place for custody staff to follow when a healthcare situation arises and healthcare staff are not present.
- I. Staffing concerns shall be brought forward to the appropriate BHS leader listed in I. A – F who will review the staffing plan and make recommendations for revisions to the Director of Healthcare Administration.
- J. Facility HSMs and Center System NC4s shall be responsible to maintain the approved staffing plan.
- K. The staffing plan shall be reviewed annually, at a minimum, and more frequently as needed.

II. Staffing Plan

- A. The number and roles of healthcare staff required in a healthcare system depend on the size of facility, the types (e.g., medical, nursing, dental, mental health) and scope (e.g., outpatient, inpatient, specialty care) of health services delivered, the needs of the patient population, and organizational structure (e.g., hours of service, use of assistants, scheduling).
- B. Staffing plans shall document the full-time equivalent, agency and limited term employees staff coverage required. For nursing units, the staffing plan shall document the skill mix of clinical and non-clinical staff needed on each shift during the HSUs hours of operation.
- C. Volunteers and students shall not be included in the staffing plan for delivering basic health services.
- D. ACP staffing time shall be sufficient to ensure patient care needs are being met within each facility, and in a timely manner.

III. Daily HSU Staff Assignments

- A. The HSM/NC4 is responsible for maintaining written or electronic staffing schedules and daily staff assignments.
- B. Staff assignments shall reflect appropriate staffing for scopes of practice and acts of specific delegation.

DAI Policy #: 500.10.30	New Effective Date: 11/28/22	Page 3 of 4
Chapter: 500 Health Services		
Subject: Staffing		

- C. The daily staff assignment shall include all staff who are participating in care delivery including:
 - 1. Licensed Nurses.
 - 2. Medical Assistants/Nursing Assistants.
 - 3. Clerical/non-clinical support staff.
 - 4. ACPs.
 - 5. Physical, Speech, and Occupational Therapy.
 - 6. Students.
 - 7. Volunteers.

- D. Records of healthcare schedules and staff assignments shall be kept for ten years.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.10.30	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Staffing		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

I.

- A.
 - 1.
 - a.
- B.
- C.

II.

- A.
- B.
- C.