	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: 12/29/08	POLICY NO.: COR.10.1C.07
		SUPERSEDES (Policy No. & Date): NEW	
SUBJECT: STAFFING		Page 1 of 2	

1.0 PURPOSE

To assure that the health care delivery system has sufficient types and numbers of health care staff to care for the inmate population.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. HRS, Section 26-14.6, Department of Public Safety; and 353C-2, Director of Public Safety, Powers and Duties.
- b. National Commission on Correctional Health Care Standards for Health Services in Prisons and Jails, (2008).

.2 Definitions

Staffing Plan: detailed schedule on which classifications of staff are assigned to posts and positions for the health care unit.

Post: a job defined by its location, time and duties to be filled interchangeably by different staff members. A post has tasks that cannot usually be deferred.

Position: a job filled by a specific staff member such as a physician, medical records technician.

3.0 POLICY

- .1 Each facility shall develop and implement a staffing plan that assesses the facility's ability to meet the health care needs of the inmate population.
- .2 The responsible health authority approves the staffing plan at each facility.

4.0 PROCEDURES

- .1 The number and types of qualified health care professionals required shall be based on the size of the facility, the types and scope of health services delivered, the needs of the inmate population, and the organizational structure such as hours of operation, use of assistants.

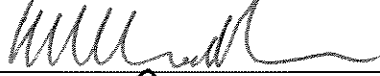

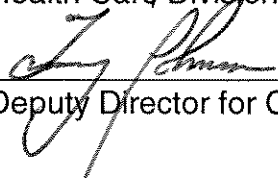
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- .2 Volunteers and students shall not be included in the staffing plan.
- .3 The sufficiency of the staffing plan shall be such that there are sufficient numbers of physicians, midlevel practitioners and support staff so as to provide timely and thorough provider encounters.
- .4 Physician time must be sufficient to fulfill both clinical and administrative responsibilities.
- .5 Midlevel providers under a physician's supervision may be used to substitute for a portion of the physician's patient care time.


.5.0 SCOPE

This policy and procedure applies to all facilities and their assigned personnel.

APPROVAL RECOMMENDED:

	12/23/08
_____ Medical Director	Date
	12/23/08
_____ Health Care Division Administrator	Date
	12/24/08
_____ Deputy Director for Corrections	Date

APPROVED:



Director

12/29/08

Date