

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-C-07

SUBJECT: STAFFING PLAN

POLICY: Staffing of health services programs at correctional facilities is based upon the size and type of facility, the type and scope of services to be delivered and the health care needs of the inmate population.

REFERENCE: NCCHC Standard P-C-07, Staffing Plan
NCCHC Standard P-E-07, Emergency Services

PROCEDURE:

- A. Each institution health services program will be administered by a Health Services Manager who is also licensed as a registered nurse in Oregon.
- B. Each institution health service program will have a primary care physician appointed to serve as the Chief Medical Officer to direct and supervise medical/clinical care.
- C. Each institution shall have sufficient primary care services so that patients are seen in a timely manner based upon the urgency of the complaint. The adequacy of the amount of primary care time shall be based upon a benchmark of 5 hours per week per 100 inmates housed at a facility. Variation from this benchmark will be accepted based on documentation of appropriate, adequate, and timely evaluation of medical treatment.
- D. Nursing care shall be under the direction and supervision of a registered nurse.
- E. The level of staffing for an institution health services unit shall be determined by the Health Services Medical Director or designee with input from the Health Service Assistant Administrator's , Health Service Managers and Dental Director. Staffing levels shall be based upon the size of the population to be provided health care service, the health needs of the population, the number and type of special housing units (infirmary, segregation, death row), and the type of the institution (custody level, work program, etc., see attachment). Each institution shall develop a staffing plan that provides detailed schedules of which classifications of staff are assigned to posts and positions.

Staffing Plan

- F. Specialized staffing shall be arranged as necessary for the type of service to be provided. Professional licensing statutes and rules shall be complied with for staffing of specialized services such as radiology, restorative care, and laboratory. These services may be provided via contract with an agency or appropriately licensed health care professional.
- G. Services performed or provided by an institution health service program shall be according to licensure provisions outlined in state statute or administrative rule.

Effective Date: _____

Revision date: February 2007

Supersedes P&P dated: January 2006