

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**HEALTH SERVICES STAFFING PLAN**

Title 15, 1321; NCCHC

**Authority:**

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**Purpose:**

To establish guidelines to ensure there is a sufficient number of health staff of varying scopes and disciplines to provide youth in the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities with adequate, effective, and timely evaluation and treatment.

**Definitions:**

Position: A position is a job filled by a specific staff member (e.g., medical records clerk, physicians, registered nurses, licensed vocational nurses, clinical therapists, and medical assistants).

Post: A post is a job defined by its location, time, and duties that can be filled interchangeably by different staff (e.g., stand-by clinician).

Per-Diem: A registered nurse who is utilized to accomplish temporary Correctional Nurse coverage needs in the event of employee vacancies on any given shift, at any given facility as outlined in their Per-Diem agreement.

**Responsibilities:**

I. Chief Medical Officer:

- A. Ensure the amount of physician/provider time is sufficient and that there is no unreasonable delay in youth receiving necessary care.
- B. Ensure there is a minimum of one (1) physician/provider available to conduct MD Clinic for physical assessments and acute and chronic care services.
- C. Conduct initial as well as periodic reviews, and adjustments for the physician/provider staffing plan.
- D. Ensure that all prescribing providers scheduled are at their designated post on the scheduled date and time.

II. FAST Clinic Medical Director:

- A. Ensure that a valid and reliable mental health care staffing plan is designed specifically to the needs of the juvenile population served.
- B. Ensure that one (1) psychiatrist is available to conduct the psychiatric mental health clinics.
- C. Conduct initial and periodic reviews and adjustments for the physician/provider staffing plan.
- D. Collaborate with the Health Services Manager and the Juvenile Justice Program Manager during each initial and periodic position control review.
- E. Ensure that all psychiatrists scheduled are on-site at their post on the scheduled date and time to ensure the mental health needs of the youth served are met in a timely manner.
- F. Approve the staffing plan.

III. Health Services Manager (HSM):

- A. Ensure the amount of healthcare staff time is sufficient to prevent unreasonable delays in care.
- B. Establish contracts with new/replacement healthcare providers for essential and mandated services.
- C. Ensure onsite and offsite providers meet contractual obligations as they pertain to personnel coverage.
- D. Conduct initial and periodic reviews and adjustments of the nursing staffing plan in collaboration with the Chief Medical Officer.
- E. Assess the adequacy of the staffing plan to ensure the effectiveness of the plan and its ability to meet the health care needs of the youth.
- F. Approve a staffing plan that is adequate and effective and can meet the medical needs of the youth.
- G. Monitor compliance with this procedure by periodic review of logs, incident reports, safety reviews, and other safeguards conducted in the normal course of business on a weekly, monthly, and yearly basis.

IV. Juvenile Justice Program Manager II (JJPM II):

- A. Ensure a valid and reliable FAST services staffing plan is designed specifically to the needs of the juvenile population served.
- B. Ensure initial and periodic approvals of the FAST staffing plan are conducted in collaboration with the FAST Clinic Medical Director and HSM.
- C. Assess the adequacy of the staffing plan to ensure the effectiveness of the plan and its ability to meet the mental health care needs of the youth.
- D. Approve the staffing plan.
- E. Monitor compliance with this procedure by periodic review of logs, incident reports, safety reviews, and other safeguards conducted in the normal course of business on a weekly, monthly, and yearly basis.

V. Supervising Correctional Nurse I/II:

- A. Perform ongoing assessments of the adequacy of the staffing plan to ensure its effectiveness and collaborate with the HSM as deemed necessary.
- B. Ensure scheduled nursing staff is on-site at their designated post on the designated scheduled date and time.
- C. Ensure there is a minimum of one (1) Correctional Nurse I/II on-site and/or on-call at all times.
- D. Determine the daily medical staff assignments.
- E. Develop and post nursing staff shift schedules at least two (2) weeks prior to the beginning of the schedule period.
- F. Designate a Charge Nurse when a Supervising Nurse is not on-site or when there is more than one medical staff on duty.
- G. Designate the appropriate staffing coverage based on the field of discipline and scope of practice.
- H. Collaborate with staff for last-minute schedule adjustments necessary to meet the needs of the department prior to the schedule change/adjustment.
- I. Date, time, and initial changes made to posted schedules.
- J. Address staffing shortages in advance whenever possible as follows:
  - 1. Per Diem.
  - 2. Volunteers from a respective facility.
  - 3. Volunteers from other JDAC facilities.
  - 4. Mandated adjustments in schedules.

- K. Ensure that all leave absence requests and requests for overtime are addressed in a timely manner.
- L. Follow all vacation criteria guidelines as released annually.
- M. Coordinate Per-Diem nursing schedules.
- N. Maintain all past schedules for a period of seven (7) years.

VI. Medical Services Staff:

- A. Report to work post as scheduled.
- B. Submit requests for time off per vacation criteria guidelines as soon as possible to provide the supervisor time to review the request.
- C. Obtain prior approval from the assigned supervisor for overtime.
- D. Make contact with the Supervising Correctional Nurse II/designee when calling off work two (2) hours prior to the start of the shift or as soon as possible.
- E. Submit a written request for leave time for educational purposes related to certification training to the Supervising Correctional Nurse I/II thirty (30) days in advance.
- F. Do not change/alter currently posted work assignments without prior approval of a supervisor.
- G. Work collaboratively using the team model to assist peers during periods of downtime.
- H. Report to work immediately, when safe to do so, during times of designated disaster.

VII. FAST Clinic Supervisor:

- A. Collaborate with the Juvenile Justice Program Manager during each initial and periodic position control review.
- B. Perform ongoing assessments of the adequacy of the staffing plan to ensure the effectiveness of the plan and its ability to meet the mental health care needs of the juvenile population served.
- C. Ensure all mental health personnel scheduled are on-site on the scheduled date and time to ensure the mental health services needs of the minors are met in a timely manner.
- D. Ensure that mental health staff does not change/alter currently posted work assignments without the prior approval of a supervisor.
- E. Ensure that at least one (1) licensed healthcare professional is on duty at all times or that on-call staff is available as needed.
- F. Develop, communicate, and post mental health services' shift schedule at least two (2) weeks prior to the beginning of the schedule period.
- G. Collaborate with staff when last-minute adjustments are needed to meet the needs of the department prior to the schedule change/adjustment.
- H. Address staffing shortages in advance whenever possible.
- I. Maintain a copy of all contact numbers of mental health staff in the FAST clinic supervisor's office.
- J. Ensure that all leave absence requests and requests for overtime are addressed in a timely manner.
- K. Follow all vacation criteria guidelines.
- L. Maintain all past schedules for a period of seven (7) years.

**Guidelines:**

- A. All Health Care staff report directly to the Watch Commander while in the facility for all custody, safety, and medical emergency concerns.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

**Foundation:**

Minimum Standards for Juvenile Facilities, Title 15, Section 1321  
Standards for Health Services in Juvenile Detention and Confinement Facilities  
National Commission on Correctional Health Care (NCCHC)

Issued by:

  
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Tracy Reece, Chief Probation Officer

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