

Health Services Staffing Plan (Title 15, 1321; NCCHC)

716.1 PURPOSE:

To ensure there are a sufficient number of health staff of varying types to provide youth in the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities with adequate and timely evaluation and treatment.

716.2 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 therapist, 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.

716.3 GUIDELINES:

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

716.4 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, 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.
 - E. Approve the staffing plan.
- II. Department of Behavioral Health Medical Director:
 - A. Ensure that a valid and reliable mental health care staffing plan is designed specific to the needs of the juvenile population served.
 - B. Ensure that one (1) psychiatrist is available to conduct the psychiatric mental health clinics.

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- 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 nursing staff time is sufficient to prevent unreasonable delay in care.
 - B. Conduct initial and periodic reviews, and adjustments of the nursing staffing plan in collaboration with the Chief Medical Officer.
 - C. 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.
 - D. Approve a staffing plan that is adequate and effective and has the ability to meet the medical needs of the youth.
- IV. Juvenile Justice Program Manager II (JJPM II):
- A. Ensure valid and reliable FAST services staffing plan is designed specific 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.
- V. Supervising Correctional Nurse I/II:
- A. Perform ongoing assessments of the adequacy of the staffing plan to ensure the 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.

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- G. Collaborate with staff for last-minute schedule adjustments necessary to meet the needs of the department prior to the schedule change/adjustment.
 - H. Date, time, and initial changes made to posted schedules.
 - I. Address staffing shortages in advance whenever possible as follows:
 - 1. Per Diem
 - 2. Volunteers from respective facility
 - 3. Volunteers from other JDAC facilities
 - 4. Mandated adjustments in schedules
 - J. Ensure that all leave absence requests and requests for overtime are addressed in a timely manner.
 - K. Follow all vacation criteria guidelines as released annually.
 - L. Coordinate Per-Diem nursing schedules.
 - M. Maintain all past schedules for a period of seven (7) years.
- VI. Medical Services Staff:
- A. Report to post as scheduled.
 - B. Submit request for time off per vacation criteria guidelines no later than two (2) weeks prior to the posted schedule release date.
 - C. Obtain prior approval from assigned supervisor for overtime.
 - D. Make contact with the Supervising Correctional Nurse II/designee when calling off work two (2) hours prior to start of shift or as soon as possible.
 - E. Submit written request for leave time for education purposes related to certification training to Supervising Correctional Nurse I/II thirty (30) days in advance.
 - F. Do not change/alter current 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.

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- 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 youths are met in a timely manner.
- D. Ensure that mental health staff do 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 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. Maintain all past schedules for a period of seven (7) years.