

<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER C-07</p>	<p style="text-align: center;">PAGE NUMBER 1 of 2</p>
<p>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</p>	<p>RELATED NCCHC/ACA STANDARDS: P-C-07/4-4412 (IMPORTANT)</p>	
<p>APPROVED BY THE COMMISSIONER:</p>	<p>SUBJECT: STAFFING</p>	
<p>EFFECTIVE DATE: 11/14/07</p>	<p>REVISED: 4/13/09</p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: Health Services staffing is developed to meet basic health needs of population with the medical vendor.
- III. APPLICABILITY: All Department of Correction employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: See glossary.
- V. POLICY:
 1. The site Health Services Administrator (and other pertinent staff member) identifies the classification and number of staff based on the basic health needs of the population. This information is transmitted to the vendor's central office staff. The vendor administrative staff is responsible for forwarding their information to the BCHS.
 2. Activities such as medication administration, sick call and segregation visits are considered when developing the staffing plan.
 3. Medical, nursing, dental and mental health needs are considered when developing the staffing plan.
 4. The staffing plan is reviewed and revised by the site Health Service Administrator and/or other team member at least annually and more often as indicated. This review will also take place at the central administration level.

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5. Quality improvement studies assess the staffing capabilities to meet the basic health needs.
6. The staffing plan is a written document.

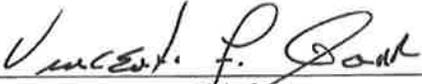
References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-C-07

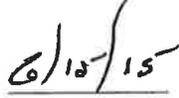
American Correctional Association: 3rd Edition with 2008 Supplements ALDF, 3-ALDF-4E-11 and 4E-14

STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER C-07	PAGE NUMBER Review Addendum
SUBJECT: STAFFING		

I have reviewed this policy and found it to be current.



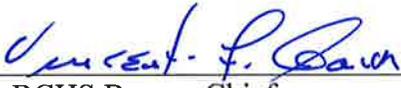
Acting BCHS Bureau Chief
Vincent F. Carr, DO, FACP



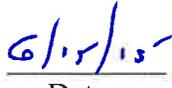
Date

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I have reviewed this policy and it is scheduled revision.



Acting BCHS Bureau Chief
Vincent F. Carr, DO, FACP



Date