

	State of Indiana Indiana Department of Correction	Effective Date 4/1/2022	Page 1 of 2	Number 1.03A
HEALTH CARE SERVICES DIRECTIVE-ADULT Manual of Policies and Procedures				

Title
HEALTH SERVICES STAFFING LEVELS AND POSITION DESCRIPTIONS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5 IC 34-4-12.6	01-02-101 01-02-106	National Correctional Health Standards

I. PURPOSE:

This Health Care Services Directive (HCSD) requires that Health Services units utilize plans to provide staffing that are adequate to carry out health services responsibilities.

II. GUIDELINES:

- A. There must be a sufficient number of on-site Health Services staff of varying types to provide patients with adequate and timely evaluation and treatment consistent with providing the highest quality of care.
- B. Health Services personnel duties and responsibilities are governed by written job descriptions that are approved by the Health Services Administrator (HSA). Verification of current credentials and job descriptions are on file in the facility.
- C. HSAs shall maintain a written staffing plan, developed from a staffing analysis, describing the numbers and types of personnel in each Health Services area. The numbers and types of employees shall be adequate to provide the necessary services without undue delays. This plan shall be agreed upon, approved by the Health Services Division as outlined contractually, and reviewed annually.
- D. Each position included on the staffing plan shall have a written position description associated with it. Job descriptions shall include qualifications and specific duties and responsibilities. The position descriptions shall be reviewed annually by the employee and the employee's supervisor for adequacy, accuracy, and completeness.

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- E. HSAs shall keep an updated staffing control document electronically that tracks vacancies and shall work to control turnover rates in accordance with established guidelines as set forth in the Health Services contract.

III. APPLICABILITY:

This HCSD is applicable to all facilities housing incarcerated adults.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date