



State of Indiana
Indiana Department of Correction
Division of Youth Services

Effective Date

4/1/2022

Page 1 of

2

Number

1.03Y

HEALTH CARE SERVICES DIRECTIVES-YOUTH SERVICES 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	National Correctional Healthcare Standards

I. PURPOSE:

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

II. GUIDELINES:

- A. There must be a sufficient number of on-site health staff of varying types to provide youths 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 on-file in the facility and are approved by the Health Services Administrator (HSA).
- C. The HSA shall maintain a written staffing plan 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 will be agreed upon and approved- by the Health Services Division as outlined contractually.
- 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 should be reviewed periodically by the employee and the employee's supervisor for adequacy, accuracy, and completeness.

HEALTH CARE SERVICES DIRECTIVE-Division of Youth Services

Indiana Department of Correction

Manual of Policies and Procedures

Number 1.03Y	Effective Date 4/1/2022	Page 2	Total Pages 2
Title OFF-SITE MEDICAL, HOSPITAL, AND SPECIALTY CARE REFERRALS			

- 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 Health Care Services Directive is applicable to all facilities providing health services to youth.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date