



**MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE**

Procedure No.: MSP HS C-07.0	Subject: MEDICAL STAFFING PLAN
Reference: NCCHC Standard P-C-07, 2018	Page 1 of 2 and no attachments
Effective Date: November 1, 2010	Revised: October 1, 2020
Signature / Title: /s/ Cindy Hiner / Medical Bureau Chief	
Signature / Title: /s/ Paul Rees M.D. / Medical Director	

I. PURPOSE

To ensure sufficient number of health care staff of varying types (medical, dental, and mental health) are available 24 hours/day 7days/week to provide the inmates at MSP adequate and timely evaluation and health care treatment consistent with nationally accepted standards of care.

II. DEFINITION

Daily Assignment sheet - daily scheduling of staff to individual areas and assignments.

Position - a job filled by a specific staff member which has tasks that can usually be deferred until the staff member is available.

Staffing Plan - a detailed schedule on which classifications of staff are assigned to posts or positions for the health care unit. Full-time equivalent (FTE) staff coverage required, lists current incumbents and vacancies, and addresses how full coverage will be accomplished if all positions are not filled.

Staffing Schedule – a monthly schedule indicating FTE coverage for nursing staff and clinician coverage.

III. PROCEDURE

A. General requirements

1. A staffing plan will be developed by the clinical services management team to address required health care coverage:
 - a. There must be sufficient Qualified Health Care Professionals and Health Care Staff to ensure there is no unreasonable delay in patients receiving necessary care;
 - b. Each position will be allocated an FTE equivalency; and
 - c. Each FTE physician/mid-level position will be assigned a daily patient load should not exceed 30 patients and should include enough time for administrative duties.
2. Staffing schedules will be completed monthly by health services managers:
 - a. Physician/mid-level coverage will be posted on a separate calendar, which will be developed and maintained by the designated in-house appointment scheduler.
3. Daily assignment sheets will be completed by the Clinical Services Manager, and are subject to change at a moment's notice dependent upon unexpected staffing shortages i.e. call-offs:
 - a. assignment sheets will include only nursing and certified Correctional Health Service Technician staff members.

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4. Coverage of shortages to staffing needs:
 - a. overtime will be posted according to union contract for permanent/full-time staff; and
 - b. contract agency staff will be given opportunity to fill shortages only when overtime cannot be filled internally.

IV. CLOSING

Questions concerning this operational procedure will be directed to the MSP Clinical Services Manager.

V. ATTACHMENT none