

AG.107 MINIMUM STAFFING LEVELS

Approved By:	Board of Directors	Adopted Date:	Unknown
Distribution:	Site Administrators	Revision Date(s):	11/03, 03/04, 09/04, 06/12, 08/18
Category:	Administration and Governance	Reviewed Date(s):	

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PURPOSE:

To establish guidelines that ensure consistent and adequate staffing of licensed health care providers for the following purposes:

- To meet the needs of patients requesting care.
- To provide staffing in compliance with licensing and regulatory requirements.
- To ensure consistent revenue flow to meet overhead costs.

POLICY:

- Each facility will establish minimum staffing levels for licensed professional staff, to be incorporated as a part of this policy.
- Establishing or changing minimum staffing levels requires approval from the Chief Operations Officer (COO).
- Each health center will strive to meet its minimum staffing levels at all times. Any health center that expects to operate below minimum staffing levels must notify the COO in advance. If staffing levels are expected to remain below minimum for more than 2 weeks, the HR Department will work with the Site Administrator and Site Medical Director to determine if temporary staff should be retained.

The following are the minimum staffing levels currently in place for medical services:

Health Center	Minimum Staffing Level
Del Norte CHC	M-F: 3 providers, including at least one FP/IM physician Sat: 2 providers (advance practice or physician)
Eureka CHWC	M-F: 3 providers, including at least one FP/IM physician Sat: 2 providers (advance practice or physician)
Humboldt Open Door	M-F: 3 providers, including at least one FP/IM physician
NorthCountry Clinic	M-F: 3 providers, including at least one FP/IM physician
NorthCountry Prenatal Services	M-F: 1 OB provider
McKinleyville CHC	M-F: 3 providers, including at least one FP/IM physician
Telehealth and Visiting Specialist Ctr.	M-F: 2 providers
Ferndale CHC	M-F: 1 provider
Fortuna CHC	M-F: 2 providers, including at least 1 FP/IM physician Sat: 1 provider
Redwood CHC	M-F: 2 providers, including at least 1 FP/IM physician
Willow Creek CHC	M-F: 2 providers, including at least one FP/IM physician

The following are the minimum staffing levels currently in place for dental services:

Health Center	Minimum Staffing Level
Burre Dental Center	M-F: 3 dentists
Del Norte Dental	M-F: 1 dentist
Fortuna Dental	M-F: 1 dentist

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In the event that a practice has only one dentist currently employed, the goal will be to provide some level of emergency coverage when the dentist is out. The general goal will be to have a dentist available at least every 3 days, or for 2 days in a week, primarily for the handling of emergencies.

REFERENCES:

None

ASSOCIATED DOCUMENTS:

None

KEYWORD TAGS:

None