



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS C-07.0 MEDICAL STAFFING PLAN	
Effective Date:	11/01/2012	Page 1 of 1
Revision Date(s):	10/01/2020; 06/30/2026	
Public Safety Chief Signature:	/s/ John Schaffer, Public Safety Chief	
Medical Director Signature:	/s/ Dr. Paul Rees, MD	
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN	

I. PURPOSE

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

II. DEFINITIONS (see Glossary)

III. GENERAL REQUIREMENTS

A. Requirements

1. A staffing plan will be developed by the Health Services Bureau 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 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 assigned Nurse Manager and are subject to change at a moment's notice dependent upon unexpected staffing shortages, for example, call-offs.
 - a. Assignment sheets will include only nursing and certified Correctional Health Service Technician staff members.
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 the opportunity to fill shortages only when overtime cannot be filled internally.

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.