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\* **ADDENDUM** \*  
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HACKETTSTOWN COMMUNITY HOSPITAL

Division of Nursing

Index: 7070.000  
Addendum: #2  
Issue Date: June 1, 1989  
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TITLE: STAFFING GUIDELINES

The following recommended guidelines are used to approximate minimum hours needed for the components of the HealthStart program.

**CASE MANAGER**: Ratio not to exceed 1 full-time coordinator (35 hrs/week) per 60 clients.

**HEALTH EDUCATOR**: Ratio not to exceed 1 full-time person per 200 clients.

**NUTRITION**: Ratio not to exceed 1 full-time person per 300 clients.

**PSYCHOSOCIAL**: Ratio not to exceed 1 full-time person per 300 clients.

With a client load of 30, 17.5 hours per week are needed for case management, 5.6 for health education, and 3.5 for nutrition and psychosocial needs, or a total of 26.6 hours per week if all areas assigned to case coordinator. These are based on State of NJ DOH guidelines.