



## State of New Jersey

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES  
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*Assistant Commissioner*

### ADMINISTRATIVE BULLETIN TRANSMITTAL MEMORANDUM

**DATE ISSUED:** October 2, 2015

**REVISED DATE:** March 29, 2016

**SUBJECT: Addendum to Administrative Bulletin 4:28  
Temporary Employment Services of Doctors**

The attached Administrative Bulletin Addendum is being forwarded for your review, action if necessary, and distribution to staff as appropriate. Please be advised that each recipient of this order is responsible for being familiar with the content and ensuring that all affected personnel adhere to it.

  
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Valerie L. Mielke  
Assistant Commissioner

VLM:pjt

**DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES**  
**ADMINISTRATIVE BULLETIN 4:28**  
**ADDENDUM**

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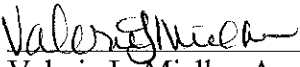
**SUBJECT: Temporary Employment Services of Doctors – ADDENDUM (Guidelines for Hiring TES Psychiatrists to Address Coverage Needs in State Psychiatric Hospitals)**

1. With approval, hospitals can hire Temporary Employment Service (TES) psychiatrists to address psychiatric coverage needs under the following circumstances: Each of these items shall be tracked separately on the Special Services Report.
  - a. To supplement staff coverage as MODs (paid MOD rate)
  - b. To provide ward/unit coverage to address a staffing shortage (paid TES rate based on qualification/title, as per A.B. 4:28)
  - c. To complete forensic (IST and sanity) evaluations (may require psychiatrists to have special forensic qualifications, such as Forensic Board Certification) (paid TES rate based on qualifications/title, as per A.B. 4:28)
  - d. To complete documentation deficiencies (e.g., assessments and discharge summaries) resulting from a staffing shortage (TES hourly rate depends on their qualifications/title, as per A.B. 4:28)
2. All TES psychiatrists must be fully credentialed and have hiring packets sent to DMHAS and DHS for approval before starting.
3. TES psychiatrists can only work a maximum of 944 hours per fiscal year.
4. Hospitals must receive prior approval from the Office of State Hospital Management (OSHM), the Medical Director, and the HR Office of Workforce Utilization to recruit and then hire TES psychiatrists. This approval will only be given when the hospital has demonstrated a critical staffing need or coverage issue.

Examples of staffing shortages that meet this requirement are as follows:

- a. The hospital has staff psychiatrist vacancies and has been unable to recruit any new full time staff.
- b. If no current vacancies, hospital must otherwise demonstrate a temporary psychiatrist staffing need over a period of at least 4 weeks (e.g., extended medical leave or vacation, wait for a new hire to start, etc.).
- c. If neither above, the hospital shall otherwise demonstrate a staffing need due to extraordinary operational issues or that (e.g., increased census, increased documentation deficiencies resulting from increased workload or a staffing shortage).

5. With DMHAS approval, hospitals can offer TES psychiatrists the opportunity to be part or full time state employees. This role may be as an MOD or as a replacement for a vacant staff position. If no vacancies exist at a facility for a psychiatrist who has applied for a TES position, the psychiatrist may be offered a position as a "floater" and so he/she can be assigned to other hospitals for a period of time to assist with staffing shortages there.
6. With DMHAS approval, state hospitals can advertise and recruit for the TES or MOD positions.
7. All of a hospital's current staff, including their managing physicians, may be eligible to work on an hourly for MOD (or TES) basis, as long as they have the required qualifications and meet all other requirements established by DMHAS. However, special permission from DMHAS is needed for managing physicians to be approved to work in this capacity.
8. Assistant Director, OSHM and DMHS Medical Director will receive monthly reports on the status of psychiatrist working in TES hourly positions and the efforts to recruit psychiatrists into these positions.

  
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Valerie L. Mielke, Assistant Commissioner

March 29, 2016  
Date