



**Department of Juvenile Justice
Health Services Operating Procedure**

HSOP VOL IV – 4.3 – 1.02	Statutory Authority: Title 66 of the <u>Code of Virginia</u>
Subject: Medical Authority and Responsibility	Regulations: 6VAC35-71-130; 6VAC35-71-880
	Board Policy: 12-001; 12-002
	ACA # 4-JCF-4C-34; 4-JCF-4C-35; 4-JCF-4C-36; 4-JCF-4C-48 NCCHC # Y-A-02; Y-A-03; Y-I-05

1.02-1.0 PURPOSE

To ensure the each facility has a designated health authority responsible for health care services.

1.02-2.0 SCOPE

These procedures apply to all Juvenile Correctional Center (JCC) employees and staff assigned to the JCCs by other units, agencies, or departments.

1.02-3.0 DEFINITIONS

Health Care – The sum of all actions, preventative and therapeutic, taken for the physical and mental well-being of the resident’s. Health care includes medical, dental, mental health, nutrition, and other ancillary services, as well as maintaining clean and safe environmental conditions.

Local Health Authority – The designated Registered Nurse (RN) (e.g., head nurse) who has been delegated the responsibility: for the management of all health services in the facility; including medical nursing, and dental; and for ensuring the quality and accessibility of all health care services provided to residents. Final medical judgments shall be the sole province of the Chief Physician.

1.02-4.0 PROCEDURES

1.02-4.1 Designated Health Authority

The Health Services Administrator (HSA) shall be the designated health authority for all Department of Juvenile Justice health and behavioral health services. The HSA shall be responsible for the following:

1. Defining the scope of health services available to residents in the JCCs.
2. Initiate, review and approve the Department's health and behavioral health services procedures at least annually.
3. Developing mechanisms, to include written agreements, as necessary, to ensure the scope of health and behavioral health services are provided and properly monitored.

4. Developing staffing requirements at the JCCs.
5. Oversee all aspects of the administration of the health services delivery system, including nursing, medical, dental, psychological, substance abuse and food service system.
6. Arrange all levels of health care and assure quality, accessible, timely health services
7. Implement corrective actions and monitor outcomes as a result of changes, adjusting and revising plans as needed.
8. Administratively supervise the Chief Physician, Chief Nurse, and BSU Director.
9. Ensure that health services staff follow all applicable security procedures.

1.02-4.2 Chief Physician

The HSA shall designate a Chief Physician with the following responsibilities:

1. Supervision of all DJJ providers through:
 - a. Coordination of the recruiting and hiring process;
 - b. Yearly performance evaluations with report to the HSA;
 - c. Participation in the procurement process, as applicable; and
 - d. Review of non-formulary requests.
2. Reviews and approves health services procedures, protocols, and standing orders at least annually.
3. Oversees the development and implementation of treatment plans for residents with special medical needs.
4. Makes final decisions on medical issues within the facility. Clinical decisions are the sole province of the Chief Physician and shall not be countermanded by non-health services staff.
5. Provides an on-call schedule and procedures to assure 24-hour medical care.
6. Advise responsible providers on medical issues.
7. Oversees the development and implementation of a formulary. Reviews and approves the formulary annually.
8. Supervises clinical judgments regarding the care provided to residents at DJJ.
9. Establishes and implements policies for the clinical aspects of the program, monitoring the appropriateness, timeliness, and responsiveness of care and treatment.
10. Reviews the recommendations for treatment made by health care providers in the community.

11. Provide consultation to the Director, Deputy Directors, and other executive staff on medical issues.
12. Serve as the medical authority for the Department of Juvenile Justice.

1.02-4.3 Chief Nurse

The HSA shall designate a Chief Nurse with the following responsibilities:

1. Supervision of all Local Health Authorities though:
 - a. Coordination of the recruiting and hiring process.
 - b. Periodical and yearly performance evaluations with report to the HSA.
2. Develop health services procedures, protocols, and nursing care plans, in coordination with the Chief Physician and HSA, and review at least annually.
3. Provides support for health services to include staffing, procurement, and training.
4. Provides clinical supervision of the Local Health Authorities and clinic operations to ensure practices are in compliance with DJJ regulations, Board of Nursing, community standards, and all applicable state and federal laws and regulations.
5. Ensures continuity of practices between the clinics through meetings and site visits.
6. Assists the Local Health Authority with human resources procedures.
7. Serves as a clinical resource for the local juvenile detention centers.

1.02-4.4 Local Health Authority

The HSA shall designate a Local Health Authority with the following responsibilities:

1. Ensures that health services are available to all residents according to his/her needs.
2. Meets with the superintendent to report on matters relating to the health services delivery system and environment.
3. Provides health services reports to the superintendent, the HSA, the Chief Nurse, and the Chief Physician in accordance with HSOP VOL IV-4.3-1.04 (Health Services Meetings and Reports).
4. Determines needs for space, equipment, supplies and materials needed for health services delivery.
5. Oversees the process of implementing procedures for health services delivery.
6. Ensures compliance with relevant standards and oversees preparation for accreditation reviews.

7. Coordinate on-site continuous quality improvement (CQI) initiatives.
8. Ensure health services staff receive required training and maintain appropriate credentials.
9. Ensures 24-hours nursing coverage through an on-call schedule and procedures.

1.02-4.5 Behavioral Services Unit (BSU) Director

The HSA shall designate a BSU Director with the following responsibilities:

1. Supervises the Local BSU Treatment Directors and clinical operations to ensure practices are in compliance with DJJ regulations, relevant professional boards, community standards, and all applicable state and federal laws and regulations.
2. Oversees the process of developing and implementing procedures for behavioral health services to ensure sound clinical practices are being followed at the facilities with the goal of reducing recidivism and having residents become productive citizens.
3. Review and approve the mental health care procedures and programs at least annually.
4. Provide consultation to the Director and Deputy Directors and other executive staff on resident mental health matters.
5. Responsible for direction and oversight of the BSU.

1.02-4.6 Local BSU Treatment Director

The HSA shall designate a Local BSU Treatment Director for each JCC with the following responsibilities:

1. Assures that mental health care is available to all residents according to his/her needs.
2. Meets with the superintendent at least monthly to report on matters relating to the behavioral health delivery system and environment.
3. Provides behavioral health reports to the superintendent, the HSA, and the BSU Director in accordance with HSOP VOL IV-4.3-1.04 (Health Services Meetings and Reports).
4. Determines needs for space, equipment, supplies and materials needed for behavioral health delivery.
5. Oversees the process of implementing procedures for behavioral health services with the goal of reducing recidivism and having residents become productive citizens.
6. Ensures compliance with relevant standards and oversees preparation for accreditation reviews.
7. Coordinates specialized mental health training for facility staff.
8. Makes final decisions on behavioral health issues within the facility.

9. Provides an on-call schedule and procedures to assure 24-hour behavioral health coverage.

1.02-4.7 Facility Administration

The superintendent at each facility shall have the following responsibilities:

1. Support the efforts of the Local Health Authority to provide health services for residents.
2. Fully respect the medical autonomy of all health services operational and medical decisions made by the Health and Medical Authorities.
3. Provide adequate space and other materials as needed for the performance of health services delivery.
4. Provide for secure transportation of residents to health care appointments, consultations, and hospitalization, as needed.
5. Provide for the security of health services staff.
6. Provide a system for appropriate resident referral to health services staff, as needed.
7. Oversees the process of implementing health and behavioral health services procedures applicable to the facility staff.
8. Refrain from imposing restrictions on the health services staff regarding the practice of medicine.
9. Ensure security staff are trained on confidentiality of health-related information.

1.02-4.8 Resident Participation in Research

Residents shall not participate in medical, pharmaceutical, or cosmetic experiments. However, this procedure does not preclude individual treatment of a resident by his/her physician with a new medical procedure, subsequent to a full explanation of the positive and negative features of the treatment. The agreement is between the physician and the resident and is not part of a general program of medical experimentation involving payment to residents for submission to treatment.

Residents shall not participate in the testing of medicines or drugs for experimentation or research. Biomedical, behavioral, or other research using residents as subjects shall be consistent with established ethical, medical, legal, and regulatory standards for human research.

Resident participation in research shall be reviewed and approved by the Department's Human Research Review Committee in accordance with Administrative Directive 07-006.3 (Review and Approval of Research Proposals) and shall meet the Code of Federal Regulations (45 CFR 46, revised) which protects the incarcerated in research activities.

This procedure is not intended to restrict the collection of aggregate data from health record reviews, as long as confidentiality is maintained.

1.02-5.0 RESPONSIBILITY

The Health Services Administrator and Superintendent shall be responsible for implementing this procedure.

1.02-6.0 INTERPRETATION

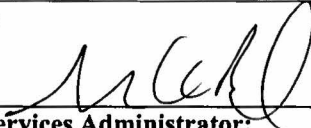

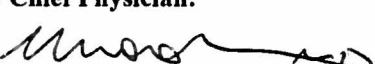
The Health Services Administrator and Deputy Director of Operations shall be responsible for the interpretation and the exception approval to this procedure.

1.02-7.0 CONFIDENTIALITY

All procedures and bulletins are DJJ property and shall only be used for legitimate business purposes. Any redistribution of the documents or information contained in the procedures or bulletins shall be in accordance with applicable state and federal statutes and regulations and all other DJJ procedures. Any unauthorized use or distribution may result in disciplinary and/or criminal action, as appropriate and applicable.

1.02-8.0 REVIEW DATE

This procedure shall remain in effect until rescinded or otherwise modified by the appropriate authority.

Approved by Director: 	Date: 5/5/15
Approved by Health Services Administrator: 	Date: 9/20/15
Approved by Chief Physician: 	Date: 5/21/15
Effective Date: 7.1.15	Office of Primary Responsibility: Health Services Behavioral Services Unit Division of Operations
Supersedes: October 7, 2013	Forms: None.