



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

| | |
|--|---|
| HSOP VOL IV – 4.3 – 1.04 | Statutory Authority: Title 66 of the <u>Code of Virginia</u> |
| Subject: Health Services Meetings and Reports | Regulations: None. |
| | Board Policy: 12-00; 12-009 |
| | ACA # 4-JCF-4C-37; 4-JCF-4C-38 |
| | NCCHC # Y-A-04; Y-A-06; Y-A-11; Y-B-01 |

1.04-1.0 PURPOSE

To facilitate the health care delivery system through joint monitoring, planning, and problem resolution by the health and facility administrators at each facility and to ensure that health services staff are kept informed about facility operational issues.

1.04-2.0 SCOPE

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

1.04-3.0 DEFINITIONS

Health Services Staff – The staff at the JCC consisting of Licensed Practical Nurses, Registered Nurses, dental assistants, and providers who provide health services to residents.

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.

1.04-4.0 PROCEDURES

1.04-4.1 Health Services Reports

1. For each facility, the Local Health Authority shall submit the following reports on the health care delivery system using the Health Services Statistical and Environmental Report form.
 - a. Monthly statistical summaries;
 - b. Quarterly reports; and
 - c. Annual statistical summaries.

2. By the 10th of the month following the month covered by the reports, the form shall be submitted to the facility superintendent, Chief Physician, Chief Nurse, and Health Services Administrator.

3. This form consists of two parts: a statistical report and a health delivery/environmental report.
4. The Local Health Authority shall maintain copies of these forms.

1.04-4.2 Health Services Administrative Meetings

1. Facility health services administrative meetings shall be held monthly.
2. The following DJJ staff shall attend:
 - a. JCC Superintendent or designee;
 - b. Local Health Authority or designee;
 - c. Local BSU Treatment Director or designee;
 - d. Chief Physician or designee;
 - e. Safety Officer; and
 - f. Other members of the health services unit, BSU, and facility staff, as appropriate.
3. Topics of discussion shall include but not limited to:
 - a. Health care services including off-site referrals, emergency services, dental procedures, and deaths;
 - b. Quality improvement findings;
 - c. Infection control efforts;
 - d. Resident grievances;
 - e. Compliance with medication dispensing procedures and control of medication contraband; and
 - f. Environmental inspection reports.
4. The Health Services Statistical Report and the weekly safety inspection reports shall be reviewed.
5. The Local Health Authority shall ensure that minutes or summaries of the meetings are documented and retained for reference. Copies shall be distributed to the attendees, Health Services Administrator, BSU Director, Chief Nurse, and Chief Physician.

1.04-4.3 Facility Health Services Staff Meetings

1. The Local Health Authority and the Local BSU Treatment Director shall convene monthly meetings with their staff. The meetings may be held jointly or separately.
2. Facility operational issues shall be discussed at this meeting as well as other relevant topics.
3. The Local Health Authority and the Local BSU Treatment Director shall be responsible for ensuring that the meetings are documented to include, at a minimum, notations of when the meeting occurred, a list of attendees, and an outline of the topics discussed.

1.04-5.0 RESPONSIBILITY

The Local Health Authority, Local BSU Treatment Director, and Superintendent shall be

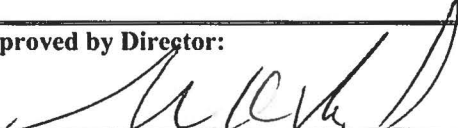
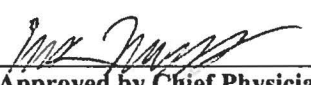
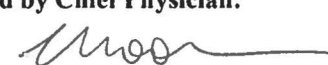
responsible for implementing this procedure.

1.04-6.0 INTERPRETATION

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

1.04-7.0 REVIEW DATE

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

| | |
|--|--|
| Approved by Director:  | Date: 9/10/2014 |
| Approved by Health Administrator:  | Date: 9/15/14 |
| Approved by Chief Physician:  | Date: 9/15/14 |
| Effective Date: October 13, 2014 | Office of Primary Responsibility: Health Services; Behavioral Services Unit; Division of Operations |
| Supersedes: July 26, 2013 | Forms: Health Services Statistical Report |