



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

<b>HSOP VOL IV – 4.3 – 1.06</b>	<b>Statutory Authority:</b> Title 66 of the <u>Code of Virginia</u>
<b>Subject:</b>  <b>Licensure and Certification</b>	<b>Regulations:</b> 6VAC35-71-880; 6VAC35-71-890; 6VAC35-71-900
	<b>Board Policy:</b> 12-001
	<b>ACA #</b> 4-JCF-4C-10; 4-JCF-4C-51; 4-JCF-4C-53; 4-JCF-4C-55; 4-JCF-4C-56
	<b>NCCHC #</b> Y-C-01

**1.06-1.0 PURPOSE**

To ensure that all health care personnel providing health services to residents meet the current licensure, certification, or registration requirements of the Commonwealth of Virginia and federal government.

**1.06-2.0 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.

**1.06-3.0 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.

*Restricted Licenses* – Refers to licenses that have an attached stipulation that must be followed. Such as temporary, probation, stipulated order or agreement, practice restrictions, institutional, restricted, disciplinary, provisional, limited, and conditional.

**1.06-4.0 PROCEDURES**

**1.06-4.1 Appropriate Credentials**

All physicians, dentists, psychologists, psychiatrists, and nurses who deliver health services to residents shall meet all Commonwealth of Virginia and federal licensure, certification, and/or registration requirements and restrictions. All health professionals are responsible for practicing within the scope of practice as defined in their respective practice acts promulgated by the Commonwealth of Virginia.

Health care personnel shall be responsible for the payment of fees that may be required for their licensure or certification. When funds are available and at its sole discretion, DJJ may reimburse health care personnel for licensure and/or registration fees.

The Local Health Authority shall ensure credentials are verified at time of appointment and upon their renewal date. Verification of credentials is the responsibility of the Chief Physician, Chief Psychologist, or Chief Nurse, as appropriate. Information supplied by the DJJ background investigation unit as well as the Virginia Department of Health Professions and the National Practitioner Data Bank will be used to verify credentials. Copies of current credentials are maintained on file by the Local Health Services Authority and the Local BSU Treatment Director at the facility, as appropriate. The Local Health Authority and the Local BSU Treatment Director will also maintain a log of all personnel that includes the types and expiration dates of all licenses, certifications, CPR Cards, First Aid Cards, and DEA numbers, as applicable. The Local Health Authority shall ensure that health care staff members renew their licenses in a timely manner and do not perform clinical duties requiring a license with a lapsed or suspended license. Any staff member working a position requiring a license shall be suspended immediately upon lapse or suspension of their license.

#### **1.06-4.2 Licensure Requirements and General Responsibilities**

1. The DJJ medical authority is the Chief Physician who must be a board certified or board eligible physician (M.D., D.O.) and hold an active, unrestricted license to practice medicine in the Commonwealth of Virginia. The medical authority's specialty training should be in
2. Pediatrics, Family Practice or Internal Medicine with experience in adolescent health. If this is not the case, there should be demonstrated experience in treating the primary health care needs of adolescents. The Chief Physician shall be guided by recommendations of the American Academy of Family Practice or the American Academy of Pediatrics, as appropriate, in the direct provision of health care services.
3. All Physicians employed by DJJ, whether as employees or contractors, shall hold active, unrestricted licenses to practice medicine from the Commonwealth of Virginia and have experience in treating the healthcare needs of adolescents.
4. All Psychiatrists employed by DJJ, whether as employees or contractors, shall hold an active, unrestricted license to practice medicine in the Commonwealth of Virginia and be board certified or board eligible in the specialty of psychiatry.
5. All Advance Practice RN (APRN) employed by DJJ, whether as employees or contractors, shall hold appropriate licensure/certification without restrictions to practice as a nurse practitioner from the appropriate Commonwealth of Virginia regulatory board(s). All nurse practitioners who provide services to residents will do so under the provisions of a practice agreement with the Chief Physician or physician designee and follow all provisions established for such practice by the appropriate Commonwealth of Virginia regulatory board(s).
6. All nurses (RN, LPN) employed by DJJ, whether as employees or contractors, shall hold active, unrestricted licenses from the Virginia Board of Nursing to practice nursing. The Chief Nurse, head nurses, and nursing supervisors shall be RNs with experience in treating the healthcare needs of adolescents.

7. All Psychologists employed by DJJ, whether as employees or contractors, shall hold an active, unrestricted license from the Virginia Board of Psychology to practice psychology. All BSU psychology supervisors shall be unrestricted licensed psychologists. All psychological associates and other unlicensed mental health therapists must be supervised by appropriately licensed and certified BSU supervisors.
8. All dentists employed by DJJ, whether as employees or contractors, shall hold an active, unrestricted license to practice dentistry from the Virginia Board of Dentistry.
9. All dental assistants employed by DJJ, whether as employees or contractors, shall be appropriately licensed/certified without restrictions by the appropriate regulatory board in Virginia.
10. All laboratory technicians employed by DJJ, whether as employees or contractors, shall be appropriately licensed/certified without restrictions by the appropriate regulatory board in Virginia.

**1.06-4.3 Students or Interns in Health Related Training Programs**

1. Unlicensed students/interns in healthcare related training programs may participate in practice settings at DJJ facilities only as a part of an approved, written agreement with the academic institution that the student/intern attends. The written agreement should clearly articulate the goals and objectives as well as the scope of activities permitted. The written agreement must be approved by the Health Services Administrator.
2. All unlicensed students/interns must be supervised by appropriately licensed/certified DJJ health care personnel. Residents must be informed of the status of the student/intern and give their verbal consent for the student/intern participation in any clinical encounter. Nursing students may perform duties only under direct supervision of licensed nursing staff.
3. Any student/intern who enters DJJ facility that houses residents must first pass a DJJ background screening, be approved by the superintendent of the facility, and receive appropriate orientation and training.

**1.06-4.4 Job Descriptions**

The specific duties of health care personnel are governed by written job descriptions in accordance with their Employee Work Profile (EWP). These EWPs are kept on file in the employee's personnel file in the DJJ HR offices. All EWPs are approved by the responsible supervisors with oversight by the Chief Physician, Chief Nurse, or Chief Psychologist, as appropriate.

**1.06-5.0 RESPONSIBILITY**

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

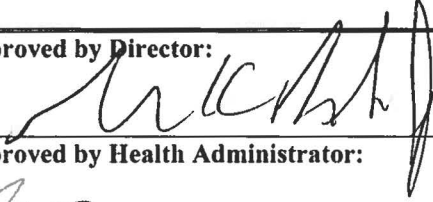


**1.06-6.0 INTERPRETATION**

The Health Services Administrator shall be responsible for the interpretation and the exception

approval to this procedure.

**1.06-7.0 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: 9/9/14
Approved by Chief Physician: 	Date: 9/5/14
Effective Date: October 13, 2014	Office of Primary Responsibility: Health Services
Supersedes: July 26, 2013	Forms: None.