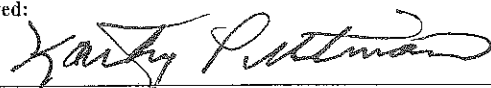


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Medical Department Shift Report		Policy Number: 10
Number of Pages: 2		Section: XI
Attachments	Related Standards & References	
Medical Department Shift Report Form XI.10.A	ACA Juvenile Health Care Performance Based Standards: 4-JCF-4C-07, 4-JCF-4C-08, 4-JCF-4C-12, 4-JCF-4C-16, 4-JCF-4C-17, 4-JCF-4C-18, 4-JCF-4C-19, 4-JCF-4C-21, 4-JCF-4C-37, 4-JCF-4C-41, 4-JCF-4C-42, 4-JCF-4C-45, 4-JCF-4C-46, 4-JCF-4C-49, 4-JCF-4C-53, 4-JCF-4C-62	
Effective Date: 06/09/06 Revised Date: 03/01/07, 04/22/08, 05/01/11	Approved: 	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that regarding health records and confidentiality, standard procedural guidelines shall established to provide for the information sharing between nurses on youth who were assessed during each shift and/or youth who require follow-up care to maintain the provision of continuity of care and general clinic communications. (4-JCF-4C-07, 4-JCF-4C-08, 4-JCF-4C-12M, 4-JCF-4C-16, 4-JCF-4C-17, 4-JCF-4C-18, 4-JCF-4C-19, 4-JCF-4C-21, 4-JCF-4C-41, 4-JCF-4C-42, 4-JCF-4C-45, 4-JCF-4C-46, 4-JCF-4C-49, 4-JCF-4C-53, 4-JCF-4C-62)

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

None

III. PROCEDURE

A. Nurses on each shift complete the Medical Department Shift Report Form XI.10.A. The form shall be located at the nursing station.

1. Nurses shall document on the Medical Department Shift Report Form XI.10.A the following:

- Youth seen during unscheduled visits
- All Emergency transports
- Youth requiring follow-up evaluation or care
- Other pertinent nursing shift communications

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2. The nurse shall tabulate and record statistical data as required and outlined in quality control and monitoring report. (4-JCF-4C-37)
 3. The Medical Department Shift Report Form XI.10.A shall be reviewed and signed by all on-coming nurses.
- B. The Health Services Supervisor shall review all Medical Department Shift Report Form XI.10.A and maintain the original copy in the Medical Department files. The current Medical Department Report Forms shall be maintained at the Nursing Station.
- C. The Health Services Coordinator shall revise this policy as necessary.