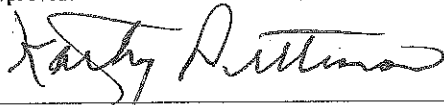


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Health Care Services and Responsible Health Authority		Policy Number: 2
Number of Pages: 4		Section: XI
Attachments None	Related Standards & References ACA Juvenile Healthcare Performance Based Standards: 4-JCF-4C-34, 4-JCF-4C-36, 4-JCF-4C-37,4-JCF-4C-38	
Effective Date: 06/09/06 Revised Date: 03/01/07, 04/22/08, 06/26/09, 05/01/11	Approved: 	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that standard guidelines are established for the delivery of comprehensive health care services by qualified health care personnel to all youth under Oakley's jurisdiction.

The Division of Youth Services shall employ a Health Services Coordinator as the Health Authority. The Health Authority is a registered nurse and is responsible for developing the Division's Health Care Policies, directs, and guides related procedures for youth within the facility. The Division's Health Care Policies shall (4-JCF-4C-34):

- Define the Division's scope of health care services and provide a framework for the delivery of quality care by health care personnel at the facility;
- Provide guidelines for the development of systems for quality review and statistical data collection essential to the planning and evaluation of facility's youth health care services;
- Promote a system-wide, comprehensive approach to health care services; and
- Provide guidelines and initial standardized requirements of the individual healthcare record in order to facilitate the efficient and accurate exchange of information as needed.

The Division's Health Care Policies and Procedures shall cover but not be limited to the following:

- Health Care Personnel Qualifications
- Medical Facilities, Equipment and Supplies
- Health Records and Confidentially
- Authorization to Treat and Consent
- Medical Notification of Injury, Illness or Death

Subject	Policy Number	Page
Health Care Services and Responsible Health Authority	XI.2	2 of 4

- Access to Health Care
- Admission Health Screening
- Health Care Appraisals and Examinations
- Health Care Services for Specialized Population and Levels of Care
- Medical Treatment Plans
- Youth participation in Medical Research
- Medical Consultation and Hospitalization
- Pharmaceutical Management
- Health Education, Prevention, and Specialized Health Programs
- Emergency Response and Health Services
- Communicable Disease Management and Exposure Control Plan
- Quality Assurance

The facility shall employ a Health Services Supervisor, a registered nurse, with the responsibility for ongoing health care services pursuant to a written job description. The Health Services Supervisor is responsible for making decisions about the deployment of health resources and the day-to-day operations of the facility's medical clinic. Final clinical judgments at the facility rest with the current contract physician. (4-JCF-4C-36)

II. DEFINITIONS

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

Health Care Personnel- an individual whose primary duty is to provide health services to youths in keeping with their respective levels of education, training, and experience. The individual shall be licensed in the State of Mississippi without restriction to practice Nursing, Medicine, Dentistry, and Psychiatry.

Health Services Supervisor- a registered nurse employed by the MDYS licensed by the state of Mississippi, under no restriction to practice, who is responsible for the provision of health care services at the facility.

Health Services Coordinator- a registered nurse employed by the MDYS licensed by the state of Mississippi, under no restrictions to practice, who is responsible for the provision of health care services at the Division level.

Health Authority – is responsible to establish, direct, monitor, and review health services in order to protect the health and well being of youths within the Division and facility. The Division of Youth Services employs the Health Services Coordinator.

III. PROCEDURE

A. The Division Health Authority is the Health Services Coordinator.

The Health Services Coordinator: shall develop Health Care Policies and Procedures for the Division. Division health care policies and procedures shall be: (4-JCF-4C-33)

Subject	Policy Number	Page
Health Care Services and Responsible Health Authority	XI.2	3 of 4

- a. Revised as needed to ensure that each Policy, Procedure and Program in the health care delivery system is sufficient to provide care that meets current accepted standards. (4-JCF-4C-38)
- b. When revised submitted to the Health Services Supervisor for training the medical staff. Training will be accomplished via self study module.

The Health Authority shall collaborate with the facility administrator as needed to assist in responding both to medical and facility emergencies.

The Health Authority shall assist in the appropriate classification of youths with special medical needs and assist in the placement of these youths to relevant specialty units.

The Health Authority shall collaborate with and act as a resource person to the Health Services Supervisor.

The Health Services Coordinator shall at least annually identify the type of health care personnel needed for the medical clinic to provide health services. (4-JCF-4C-34)

The Health Services Coordinator shall conduct a meetings as needed with the Health Services Supervisor to discuss topics such as the effectiveness of the facility's health care program, a description of any environmental factors that need improvement, changes effected since the last meeting date, and if needed recommended corrective action/s. (4-JCF-4C-36)

The Health Services Coordinator meets with Facility Administrator as needed to submit any problems or issues pertaining to the health care delivery system and health environment, (4-JCF-4C-36)

The Health Services Coordinator/ designee shall represent the MDYS at any interagency meetings with other relevant state departments as needed.

B. The Facility Medical Department staff consists of the following health care personnel positions:

- Health Services Supervisor
- Registered Nurse(s)
- Licensed Practical Nurse(s)
- Clerical support staff

Medical, Dental and Psychiatric coverage is provided by contract services with a Physician and/or Nurse Practitioner, Dentist and Psychiatrist.

C. The responsibility of the Health Services Supervisor includes, but is not limited to:

Ensuring the defined scope of health care services is put into practice in accordance with the facility's mission and function. (4-JCF-4C-33)

Subject	Policy Number	Page
Health Care Services and Responsible Health Authority	XI.2	4 of 4

Implementing healthcare programs and establishing systems for the coordination of care between multi-disciplinary healthcare providers. (4-JCF-4C-38)

Developing local operational health procedures reflective of Department Policies and Procedures, when required.

- a. Local procedures shall be revised as needed. (4-JCF-4C-38)
- b. For each Policy and Procedure revised, training for the medical staff will be accomplished via self study module

Developing mechanisms, including written agreements, when necessary, to assure that the scope of services is provided and properly monitored. (4-JCF-4C-33)

Reporting any condition that poses a danger to staff or youth health and safety to the Health Services Coordinator and Facility Administrator/designee. (4-JCF-4C-36)

Providing orientation to new health care personnel and ongoing training for professional staff development.

Completing weekly and monthly reports and submitting to the Health Services Coordinator and Facility Administrator. Refer to MDYS Policy XI.39, Quality Assurance Monitoring and Reporting, and attached Health Care Service Statistical Data Report Form XI.39.C. These reports shall minimally address: (4-JCF-4C-37)

Statistical data indicating the use of health services by category of care, operative procedures, referrals to specialists, medication usage, laboratory and x-ray tests completed, off-site medical transport, convalescent admissions (if applicable), hospital admissions, ambulance services, serious injuries, illnesses, suicide attempts or deaths, and others if requested.

Meeting with all facility-nursing personnel at least monthly. Minutes shall be maintained and forwarded to the Health Services Coordinator.

Attending the Facility department head meetings when Health Services Coordinator is not available scheduled at least weekly. (4-JCF-4C-36)

D. The Health Services Coordinator shall revise this policy as necessary.