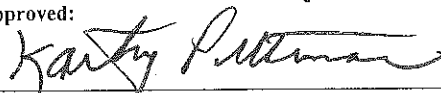


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

<b>Subject:</b> <b>Health Care Personnel Qualifications</b>		<b>Policy Number: 3</b>
<b>Number of Pages: 2</b>		<b>Section: XI</b>
<b>Attachments</b>	<b>Related Standards &amp; References</b>	
Health Care Personnel Licensure Verification Form XI.3.A	ACA Juvenile Health Care Performance Based Standards: 4-JCF-4C-34, 4-JCF-4C-50, 4-JCF-4C-52; 4-JCF-4C-54, 4-JCF-4C-55, 4-JCF-4C-56	
<b>Effective Date: 06/09/06</b> <b>Revised Date: 03/01/07, 04/22/08, 06/26/09, 05/01/11</b>	<b>Approved:</b> 	

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that a team of full-time licensed health care personnel be employed to deliver health care or mental health services for the physical, medical and emotional well-being of youth confined to the facility. The Health Services Coordinator shall determine the essential positions needed at each facility to perform health care services. (4-JCF-4C-34)

The Division of Youth Services requires that personnel who provide health care and mental health services to youth comply with applicable federal and state licensure, certification or meet registration requirements and restrictions that may apply. (4-JCF-4C-52) The specific duties and responsibilities of health care personnel shall be governed by written job descriptions or contractual agreement, Statements of Service, which are approved by the Health Services Coordinator, Facility Administrator and Division Director. (4-JCF-4C-50) Concerns about incompetence and/or professional misconduct shall be managed in accordance with state law, agency policy, and relevant professional ethical code. (4-JCF-4C-52)

**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 or mental health services to youth in keeping with their respective levels of education, training, and experience. The individual is licensed in the State of Mississippi without restriction to practice Nursing, Medicine, Dentistry, Psychiatry, or Psychology.

Contract Physician/Dentist/Psychiatrist - a physician, dentist or psychiatrist who agrees to provide health care services for MDYS youth as outlined in a Personal Service Contract.

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### III. PROCEDURE

A. As determined by the Health Services Coordinator, each facility shall provide the following services at a minimum either through contract or state personnel:  
(4-JCF-4C-52)

- Nurses
- Physician
- Dentist
- Psychiatrist
- Gynecological/Obstetrical  
(Female facilities only)

Annually, the Health Services Coordinator in consultation with the Health Services Supervisor shall review the facilities staffing plan to determine if the number and type of staff is adequate for essential positions to perform health care services. The Health Services Coordinator shall review this staffing request with the Facility Administrator.  
(4-JCF-4C-34)

B. The Personal Service Contract, Statement of Service, approved by the Division Health Authority and Division Director shall govern the relationship and the activities of private physicians and dentists or psychiatrists working with the youth in the facility in lieu of job descriptions since these individuals are independent contractors.(4-JCF-4C-50)

C. Verification of current licensure, credentials and job descriptions is on file in the facility (4-JCF-4C-52). Licensure is documented on the Health Care Personnel Verification Form XI.3.A by the appropriate supervisor.

1. The facility Health Services Supervisor shall annually review any Medical, Nursing and Dental personnel's license and/or certification and maintain a file copy. A copy is also forwarded to the Health Services Coordinator for review.
2. The Health Services Supervisor, Health Services Coordinator, and Director of Institutions shall review and, where appropriate update all health care personnel written job descriptions annually.

D. Youth are prohibited from performing health care duties or activities of any kind in the facility. (4-JCF-4C-56)

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