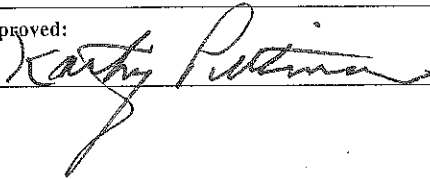


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Medical Facilities, Equipment and Environmental Monitoring		Policy Number: 4
Number of Pages: 5		Section: XI
Attachments Dental X-Ray Log Form XI.4.A Autoclave Log Form XI.4.B Medical Equipment Check List Form XI.4.C.1 Medical Equipment Check List, Blank Form XI.4.C.2		Related Standards & References ACA Juvenile Healthcare Performance Based Standards: 4-JCF-4C-48, 4-JCF-4C-59, 4-JCF-4C-60
Effective Date: 06/09/06 Revision 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 the facility maintains a designated clinic with a private examination area so that health care encounters, including medical and mental health interviews, examinations, and procedures can be conducted, respecting the youth's privacy. (4JCF-4C-48)

Equipment, supplies, and materials shall be provided and maintained as determined by the Health Services Coordinator, in consultation with the contract physician/dentist, for the performance of primary and emergent health care. (4-JCF-4C-59) Systematic monitoring of medical equipment and specialized services guidelines shall address staff training, staff responsibilities, quality control and operational safety and limitations applicable within the correctional setting. (4-JCF-4C-59)

II. DEFINITIONS

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

None

III. PROCEDURE

A. The facility shall maintain a medical clinic with an examination room to allow for the private examination of youth. (4-JCF-4C-48) The level of clinical facility care shall be commensurate with the youth's health care needs, and the capabilities of the assigned health care practitioners.

Subject	Policy Number	Page
Medical Facilities, Equipment and Environmental Monitoring	XI.4	2 of 5

B. To facilitate appropriate service provision, the medical clinic shall, at a minimum, maintain the following health care manuals and reference materials as determined by the Health Services Coordinator in conjunction with facility Health Services Supervisor and contract physician:

- MDYS Medical Policy and Procedures Manual on CD ROM
- Manual of Clinical Dietetics
- ACA Standards
- Copy of all currently used medical forms on CD ROM
- Adolescent Medicine Textbook
- Textbook on Nursing Procedures
- Medical Dictionary
- Physicians Desk Reference
- Nursing Drug Handbook
- Control of Communicable Disease Manual

C. The basic medical/dental equipment list at the facility shall include, but not be limited to, the following as determined by the Health Services Coordinator in conjunction with the Health Services Supervisor and contract physician/dentist: (4-JCF-4C-59)

Medical Clinic:

- Thermometer
- Blood pressure cuff
- Stethoscope
- Otoscope
- Ophthalmoscope
- Glucometer
- Scale
- Examination table
- Exam light
- Oxygen Equipment
- Suction machine
- Doppler (female facilities)
- Autoclave
- Refrigerators, with freezers, (one for medications and one for Specimens)
- Transportation equipment, (i.e. wheelchair)
- Eye Wash Station
- Pulse Oximeter
- Reflex Hammer
- Nebulizer
- Peak Flow Meter

Subject	Policy Number	Page
Medical Facilities, Equipment and Environmental Monitoring	XI.4	3 of 5

- First Aid kits, Spill Kits and AED (Automated External Defibrillator) shall be available in designated areas within the facility as determined by the Health Services Coordinator in conjunction with the Health Services Supervisor and the Facility Administrator. The Health Services Coordinator shall approve the contents, number, location and procedures for monthly inspection of the kits and procedures for use by non-medical staff. (4-JCF-4C-58) Refer to the policy XI.5, First Aid Kits/Spill Kits and AED.

Dental Equipment:

- Dental chair
 - Air/water unit
 - Overhead light
 - High/low speed hand pieces
 - High/low speed suction
 - X-ray unit
 - X-ray view box
 - X-ray developer
 - Cavitron
 - Rotary Endo machine
 - Ultrasonic
 - Autoclave
 - Air compressor
 - Vacuum machine
 - Curing light
 - Amalgamator
 - Lead apron
 - Doctor's chair
 - Assistant's chair
- D. Clinic medical and dental supplies shall be maintained to provide for the health care needs of the youth and are securely stored, controlled and perpetually inventoried. Refer to Policy XI.7 Medical Supplies Inventory Management. (4-JCF-4C-59, 4-JCF-4C-60)
- E. Radiation (Dental X-Ray Machine) Monitoring: Medical Departments that operate dental x-ray units shall be in compliance with the Mississippi Department of Radiological Health protection rules and Mississippi Board of Dental Examiners. The following procedures shall apply:
- Only a Licensed Dentist or other licensed practitioner may order dental x-rays.
 - Only a Licensed Dentist, dental hygienist or certified dental assistant may operate dental x-ray equipment
 - The facility contractual Dentist/s shall describe any restriction in the operating technique of radiology equipment that shall be required within the clinic.

Subject	Policy Number	Page
Medical Facilities, Equipment and Environmental Monitoring	XI.4	4 of 5

- Handlers of dental x-ray equipment shall comply with any and all rules and regulations set forth by the Board of Dental Examiners and the Mississippi Department of Radiological Health.
 - The average weekly workload of each X-ray tube and the Panoramic X-ray machine (number of dental x-rays taken on each youth) shall be documented on the X-ray Log form XI.4.A, or Dental Visit Log form XI.19.B. This log shall be maintained in the Dental clinic area.
- F. Infectious Waste Monitoring: the State of Mississippi has specific regulations regarding the disposal of biohazardous infectious waste. Biohazardous waste transporters must be registered. When untreated waste is being transported to a licensed facility the transporting company is responsible for establishing “shipping papers”. The Health Services Supervisor shall maintain a copy of the shipping paper. (4-JCF-4C-61)
- G. Medical equipment monitoring by health care personnel is completed at least monthly and as needed to ensure optimal working order. Equipment that is in need of repair or replacement shall be immediately reported to the Health Services Supervisor for appropriate action. (4-JCF-4C-59)
1. The Health Services Supervisor or designated health care professional shall complete the Medical Equipment check sheet form XI.6.C and C.1 at least monthly. This form shall be maintained in the Medical Department files. The following medical equipment shall be monitored at least monthly:
 - Autoclave
 - Glucometer
 - Refrigerators
 - Suction Machine
 - Oxygen Equipment
 - First Responder Bag
 - Other Equipment deemed necessary by the Health Services Coordinator
 2. Autoclaving (4-JCF-4C-61)
 - a. In order for proper sterilization to occur the following minimum conditions shall exist: a temperature of 250 Degrees Fahrenheit at a pressure of 150 pounds for at least 15 minutes, and these conditions shall be obtained uniformly for all packages within the autoclave run.
 - b. Maintenance of all autoclaves shall be listed in the operator’s manuals. Any autoclave that appears non-operable shall not be used until repaired. It is suggested that autoclaves be covered on a preventive maintenance schedule.
 - c. The Health Services Supervisor or designated health care professional shall send a Bacterial Spore Biological Indicator Test Strip to Biological Monitoring Service at least monthly or in accordance with the Mississippi Department of Health requirements. This test strip is a monitor for proper sterilization of the autoclave. A control result along with the package I.D. number shall be

Subject	Policy Number	Page
Medical Facilities, Equipment and Environmental Monitoring	XI.4	5 of 5

documented by health care personnel on the Autoclave Log for Bacterial Spore Biological Indicator Test Strip Results Log XI.6.B

3. Refrigerator/Freezer temperature monitoring
 - a. Refrigerators and Freezers in the Medical Departments shall be equipped with thermometers. Temperature range for the refrigerators shall be 35-45 Degrees Fahrenheit. The temperature range for the freezers shall be 0-5 Degrees
 - b. The Health Services Supervisor or designated health care professional shall check and record the temperature twice daily on the Temperature log for vaccines.

- H. The Health Services Supervisor shall consult with the Health Services Coordinator and the Operations Director before implementing any physical plant changes or relocation of the medical clinic area.

- I. The Health Services Coordinator shall revise this policy as necessary.