

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative - Organization

POLICY # AD I-3

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SUBJECT: Overall Responsibilities

EFFECTIVE DATE: October 2008

SUPERCEDES DATE: October 2007

References

Related ACA Standard

4th Edition Standards for Adult Correctional Institutions 4-4380, 4-4381, 4-4382, 4-4424

DIVISION RESPONSIBILITY

The Director of the Division of Prisons is charged with the responsibility to provide each inmate access to the medical, dental, and mental health services necessary to maintain basic health. The Director may designate appropriate staff to manage and administer the daily operations of the health services program.

FACILITY RESPONSIBILITY

It is the responsibility of the Facility Head to provide an environment that ensures the appropriate delivery of health services. The Facility Head will designate, in writing, a specific individual with the responsibility for overseeing/managing the provision of health services to their facility (ACA 4-4380).

RESPONSIBLE HEALTH AUTHORITY

Each correctional facility will have a designated health authority with responsibility for health care services pursuant to a job description or written contract. The health authority may be a physician, health administrator, physician extender, or nurse. When this authority is not a physician, final medical judgements rest with the designated health authority in consultation with the assigned facility physician..

The responsibility of the health authority includes arranging for all levels of health care and ensuring quality health services for inmates. The health authority should ensure that the physical well-being of the population is attended to, which includes the inmates' medical, dental, nursing, personal hygiene, dietary, health education, and environmental needs.

STAFF RESPONSIBILITY

The Director of the Division of Prisons shall have on staff a Chief of Health Services, whose job it will be to plan, organize, and coordinate a health care delivery system which includes medical, nursing, dental, and mental health services for all inmates incarcerated within the North Carolina Department of Correction. The Chief of Health Services is to:

- A. Develop procedures for health care system organization, function and delivery,
- B. Provide consultation for all DOC/DOP management staff regarding health related services,
- C. Assist in the recruitment and selection processes for health care personnel,
- D. Coordinate with Facility Heads to determine healthcare needs for specific facility,
- E. Recommend facility design to allow for the delivery of health services,
- F. Ensure that professional requirements of all health care disciplines are maintained
- G. Participate in preparation of Health Services budget
- H. Coordinate with other agencies to facilitate continuity of care and to acquire services that are not available within the Division of Prisons,
- I. Prepare Federal grant requests to acquire additional resources for health delivery whenever appropriate,
- J. Conduct visits to facilities and make recommendations to responsible officials for improvements in service delivery,
- K. Recommend to the Director of Division of Prisons, and the Secretary of N.C. Department of Correction policies and/or procedures which specifically address the delivery of health services,
- L. Prepare and submit to the Director - Division of Prisons an annual report of health services for the preceding year.

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CENTRAL OFFICE STAFF

Individuals trained in the following disciplines will serve as Health Services Central Office Staff and work with the

- A. Physician as Deputy Medical Director
- B. Psychiatrist as Chief of Mental Health Services
- C. Dentist as Chief of Dental Services
- D. Registered Nurse as Director of Nursing
- E. Director of Operations
- F. Pharmacist as Chief Pharmacist
- G. Registered Records Administrator as Medical Records Manager

CONSULTANTS

As deemed necessary by the Chief of Health Services, professionals may be appointed or engaged to serve the Health Services Central Office Staff as experts in their particular fields.

MEDICAL AUTONOMY

The provision of health care is a joint effort between health care providers and correctional administrators and can be achieved only through mutual trust and cooperation. Clinical care matters involving medical, nursing, mental health, and dental judgements are the sole province of licensed health care providers. Health Services must however, be provided in a manner that does not compromise the security of the facility.

MEETINGS AND REPORTS

To ensure that health care problems are promptly identified and solutions sought, the Facility Health Authority will meet with the Facility Head/designee as necessary.

There shall be a monthly meeting of the health services staff in each institution or area to review administrative, procedural, and clinical issues.

Monthly statistical reports summarizing health care services rendered at each facility shall be sent to the Health Services Central Office.

POLICY AND OPERATING PROCEDURES

The Chief of Health Services is authorized to issue a policy directive on any subject for which he/she has statutory responsibility or delegated policy-making authority. All health care employees in the Division of Prisons must be informed as to the policies and objectives along with the necessary procedures for meeting these objectives, including the legal constraints within which they are to function. Healthcare staff will comply with the Health Care Procedures Manual and Administrative Memorandums as set forth from the Chief of Health Services' Office.

REVIEW/REVISION OF HEALTH CARE PROTOCOLS

Health Care Procedures Manual

The Chief of Health Services assigns review of the individual policy to the source reference. The source reference will return the policy to the Nursing Administrative assistant with recommended changes or specify no change. These changes will be reviewed by Standards Director and final review and approval will be made by the Chief of Health Services.

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Nursing Protocols

The Chief of Health Services assigns review/revision of Nursing Protocols to Nursing Protocol Committee. Recommendations are forwarded to DON and Nursing Administrative Assistant for final review/approval by Chief of Health Services.

Chronic Disease Guidelines/Clinical Practice Guidelines

The Chief of Health Services designates the Deputy Medical Director to chair the chronic disease Guideline and Clinical Practice Guidelines. This Committee will develop and review chronic disease clinical practice treatment guidelines .Final review and approval of guidelines is done by Chief of Health Services.



10/31/08

Paula Y. Smith, M.D., Director of Health Services

Date

SOR: Director of Health Services