



*State of North Carolina
Department of Correction
Division of Prisons*

Chapter: E
Section: .0200
Title: **Health Care Policy**
Issue Date: 09/18/07
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POLICY & PROCEDURES

.0201 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.

.0202 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.

.0203 Responsible Health Authority

- (a) 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 a single designated physician.
- (b) 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.

.0204 Staff Responsibility

The Director of the Division of Prisons shall have on staff a Director 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 Director of Health Services' responsibility 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

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- 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 of the Division of Prisons an annual report of health services for the preceding year.

.0205 Central Office Staff

Individuals trained in the following disciplines will serve as Health Services Central Office Staff and be prepared by the Director of Health Services:

- (a) Physician as Deputy Medical Director
- (b) Dentist as Dental Director
- (c) Registered Nurse as Nursing Director
- (d) Registered Records Administrator as Medical Records Manager
- (e) Pharmacist as Chief Pharmacist
- (f) Psychiatrist as Director of Mental Health Services

.0206 Consultants

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

.0207 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 matters involving medical, nursing, mental health, and dental judgements are the sole province of licensed health care providers. Health services must be provided in a manner that does not compromise the security regulations of the facility.

.0208 Meetings and Reports

- (a) To ensure that health care problems are promptly identified and solutions sought, the facility health authority will meet with the facility head as necessary.
- (b) There shall be a monthly meeting of the health services staff in each institution or area to review administrative, procedural, and clinical issues.
- (c) Monthly statistical reports summarizing health care services rendered at each facility shall be sent to the Health Services Central Office.

.0209 Policy and Operating Procedures

- (a) This policy provides general guidelines for Health Care Procedures in the Division of Prisons. More specific policies and procedures relating to Health Care issues are found in the Division of Prisons Health Care Manual.
- (b) The Director 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 Director of Health Services' Office.

.0210 Review/Revision of Health Care Procedures Manual, Nursing Protocols and Chronic Disease Guidelines

- (a) The Director of Health Services will appoint a Policy and Procedures Committee. This committee will facilitate the ongoing review and approve changes necessary for Health Services operations. This committee will meet at least quarterly to:
 - (1) Review current policies

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- (2) Review recommended changes in policies. Policy changes must be approved by the Director of Health Services after review by the Physician Advisory Council. The date of review and approval of policies and procedures will be indicated on the policy itself.
 - (A) Recommendations for policy/procedure review must be submitted to the Director of Health Services. These will be sent to the Policy and Procedure Committee.
 - (B) Health Services staff or custody staff may make recommendations for policy and procedure changes.
 - (C) Date of review and approval of policy and procedures will be included in the policy itself at time of distribution.
 - (D) Each policy, procedure, and program will be reviewed annually by the appropriate health care authority and revised, if necessary.

 9-18-07
Director of Prisons Date

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