

POLICY

SUBJECT: Professional Health Services

NUMBER: HC-322-18

APPLICABLE TO: Somatic Health Staff, Behavior Health Staff and Residential Staff

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 4/4/18

I. POLICY

Health care services for youth in the Department of Juvenile Services' (DJS) residential facilities are delivered by health care practitioners and health care professionals who are governed by written job descriptions, contracts, or written agreements approved by the Health Administrator, Medical Director or the Director of Behavioral Health and comply with all applicable federal and state licensure, certification or registration requirements.

II. AUTHORITY

A. Md. Code Ann., Human Services, §9-203 and §9-204

B. American Correctional Association (ACA) Standards, 4-JCF-4C-34, 4-JCF-4C-35, 4-JCF-4C-36, 4-JCF-4C-51, 4-JCF-4C-52, 4-JCF-4C-53, 4-JCF-4C-55, 4-JCF-4C-56 and 4-JCF-4C-57

III. DIRECTIVES/POLICIES RESCINDED

None

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	4/4/18

PROCEDURES

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APPROVED: _____ /s/ signature on original

Linda McWilliams, Deputy Secretary

DATE: _____ 3/20/18

I. PURPOSE

To ensure health care services are provided and all health care staff are qualified and adequately trained and demonstrate competency in their assigned duties.

II. DEFINITIONS:

Certified Medication Technician (CMT) means the DJS employee who has successfully completed the Maryland Board of Nursing approved Medication Technician Training program, is certified by the Board and has been delegated a task by a registered nurse (RN) who has completed the Board approved Delegation of Nursing Duties training.

Health Care Practitioner means clinicians trained to diagnose and treat patients to include, physicians, dentists, psychologists, podiatrists, optometrists, nurse practitioners and physician assistants.

Health Care Professional means staff who perform clinical duties, including health care practitioners, nurses, social workers, dietitians, emergency medical technicians, in accordance with each health care professional's scope of training and applicable licensing, certification, and regulatory requirements.

III. PROCEDURES:

A. Health Care Services

1. The Health Administrator shall provide oversight of the somatic health care services at all DJS facilities. The Health Administrator is responsible for:
 - a. defining the scope of somatic health care services;
 - b. developing somatic health care services policies and procedures;
 - c. developing and monitoring contracts to assure the scope of services is provided; and
 - d. designating an on-site supervisor at the facility level to make decisions about the deployment of somatic health care resources

- and to monitor the day to day operations of the somatic health services program.
2. The Medical Director shall provide clinical oversight of somatic health care services at all DJS facilities to include:
 - a. defining the clinical scope of somatic health care services;
 - b. developing clinical health care services policies and procedures;
 - c. developing and monitoring contracts to assure the scope of services is provided; and
 - d. making decisions regarding the deployment of health care practitioners.
 3. The Director of Behavioral Health is responsible for oversight of the psychologists, psychiatrists and nurse practitioners who provide psychiatric services. Final clinical judgements and clinical decisions on psychology services and psychiatric services shall rest with the Director of Behavioral Health. The Director of Behavior Health shall ensure behavioral health services provides for the mental well-being of youth.
 4. Final clinical judgments and clinical decisions shall rest with the DJS Medical Director. Clinical decisions may not be countermanded by non-health care personnel.
 5. The Health Administrator and Medical Director shall ensure that the somatic health care services program provides for the physical well-being of youth to include but not limited to the provision of:
 - a. Medical services;
 - b. Dental services;
 - c. Nursing Care;
 - d. Personal Hygiene;
 - e. Dietary services;
 - f. Health Education; and
 - g. Safe environmental health conditions.

B. Staff Qualifications

1. All health care practitioners, specifically physicians, dentists, optometrists, nurse practitioners and physician assistants who deliver health care services within a facility shall have a signed written job description, contract, or agreement approved by the Medical Director, Health Administrator, or Behavioral Health Director on file in the facility.
2. Nursing staff who deliver health care services within a facility shall have a signed written job description or agreement approved by the Health Administrator or designee on file in the facility.
3. Verification of licensure can be completed by online access to medical-license-renewal information from the state licensure board. The Medical Director, Health Administrator, Behavioral Health Director, or designee shall verify current licensure for those health care staff who are employees or under State contract or agreement that falls under their responsibility.

4. DJS manages concerns regarding incompetence and/or professional misconduct in accordance with federal and state law, DJS Standards of Conduct, and relevant professional ethical codes.

C. Staffing

1. The Medical Director and Behavioral Health Director shall determine the health care practitioner positions; physician, dentist, psychiatrist, health care practitioner needed to perform the scope of health care services. There is an annual review of the staffing plan by the Medical Director and the Director of Behavioral Health to determine if the number and type of staff is adequate.
2. The Health Administrator shall determine the nursing positions and health care support staff needed to perform the scope of health care services. There is an annual review of the staffing plan by the Health Administrator to determine if the number and type of staff is adequate.

- D.** When nurses are not on duty, a certified medication technician (CMT) will administer medications under the joint supervision of the Health Administrator and the Superintendent. Additionally, the Shift Commander will coordinate with the on-call nurse to address youth's emergency health care needs.

E. Student, Interns, Residents, and Volunteers

1. Any student, intern, or resident delivering health care in a facility, as part of a formal medical training program, shall work pursuant to a written agreement and under staff supervision commensurate with their level of training. The agreement between DJS and the educational entity providing the formal medical training program shall include the following:
 - a. Scope of work and goals of the medical training;
 - b. Liability and legal stipulations;
 - c. Length of agreement;
 - d. Agreement, in writing, to abide by departmental policies;
 - e. Agreement, in writing, to abide by security and confidentiality of all health information; and
 - f. Current licensure, as applicable.
2. Health care volunteers may be utilized to deliver health care in DJS facilities in accordance with Volunteer Services policy and procedure. Volunteers may only perform duties consistent with their credentials and training and must agree in writing to abide by all DJS policies, including those relating to security and confidentiality of information. In consultation with Department Legal Counsel, the DJS Medical Director, Health Administrator, or Behavioral Health Director shall be responsible for approving health care volunteers, the tasks and responsibilities that they may perform as well as who is responsible for their facility orientation and supervision.

- F.** Youth are prohibited from performing health care duties in the facility.

IV. RESPONSIBILITY

The Health Administrator, Medical Director and the Director of Behavioral Health are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.