



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:120
4-JDF-4C-01, 02, 10, 12, 17,
27
3-JCRF-4C-01, 03, 07, 15
1-JDTP- 3B-03, 04
1-JBC-4C-01, 11, 13, 20, 28
4-JCF-4C-10, 11, 34, 51-54
NCCHC Y-A-03, Y-A-05, Y-
C-01 thru Y-C-06, Y-C-08,
Y-C-09**

CHAPTER: Health and Safety Services

AUTHORITY: KRS 15A.065

SUBJECT: Health Services Administration & Personnel

POLICY NUMBER: DJJ 401

TOTAL PAGES: 5

EFFECTIVE DATE: October 5, 2018

APPROVAL: Carey D. Cockerell

, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall employ a Medical Director to oversee the provision of appropriate, comprehensive health care for committed youth. Appropriately licensed and credentialed personnel shall provide medical and dental services.

II. APPLICABILITY

This policy shall apply to all DJJ operated group homes, detention centers, and youth development centers.

LIMITED APPLICABILITY

Day treatment programs shall provide access to emergency medical and dental care during the time the youth are at the facility.

III. DEFINITIONS

Refer to Chapter 400.

IV. PROCEDURES

A. The Commissioner shall appoint a Medical Director who shall report directly to the Commissioner or the designee. The Medical Director shall:

1. Ensure adequate administrative structures for the provision of health care services are defined, mandated and provided.

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- a. The Medical Director or designee shall be afforded the opportunity to interview prospective health service personnel and provide information to the superintendent or designee.
 - b. Written job descriptions defining the specific duties and responsibilities of personnel who provide health care services in DJJ facilities shall be approved and updated at minimum every two years by the Medical Director or designee.
2. Ensure health maintenance services, health prevention training and education services, and safety services are articulated, mandated, and provided.
 3. Review and recommend for approval all departmental policies and procedures regarding health care and safety services annually.
 4. Approve DJJ health related forms.
 5. Review contracts, Memoranda of Agreement (MOA), and medical care provided by local health care providers, dentists and emergency health care providers as necessary.
 6. Approve all non-emergency hospitalizations and outpatient surgical procedures, including all elective procedures, for youth.
 7. Approve all directives from consulting health care providers. This duty may be delegated to the facility health care professional; however, the Medical Director shall maintain ultimate responsibility and authority.
 8. Per directive of the Commissioner, represent the Department on various Commissions, Boards, or workgroups to address statewide planning and implementation of health services.
 9. Provide direct supervision to the Clinical Supervisor of Nursing.
 10. Determine the essential health-care positions (primary health care provider, dentist, psychiatrist, health-care practitioner, nurse) needed to perform the scope of health-care services. There shall be an annual review of the staffing plan by the Medical Director to determine if the number and type of staff is adequate.
- B. The Nurse Service Administrator shall:
1. Be afforded the opportunity to interview prospective nursing personnel and provide information to the superintendent or designee.
 2. Approve and maintain job descriptions of nursing personnel in DJJ facilities, ensuring that appropriate licensure, certifications and registration requirements are met.
 3. Approve standard operating procedures for the provision of medical and safety services.
 4. Approve training content of health care topics.

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5. Provide clinical supervision to nursing staff, and health-trained staff in DJJ programs without a full-time registered nurse (RN), either directly or through qualified designee. Clinical supervision shall encompass all matters relating to the health care of youth including sick call, referrals to outside providers, medication administration, and documentation of care as well as issues related to acceptable nursing practices and compliance with departmental policies and national standards.
 6. Participate and provide input into the interim and year-end performance evaluation of registered nursing staff.
 7. In collaboration with the Division of Professional Development, provide orientation and training to nursing staff, including compliance with security regulations by health care personnel.
- C. Nurse Administrators shall:
1. Monitor assigned programs for compliance with nursing and medical policies, procedures, and accreditation standards;
 2. Provide clinical supervision to DJJ program nurses and administrative support for the DJJ Nurse Service Administrator;
 3. Assist in the planning, development, and evaluation of DJJ nursing services. Collects and analyzes data and drafts reports;
 4. Provide consultation on the care of juveniles with special medical needs; and,
 5. Conduct in-service training programs on nursing topics.
- D. The Registered Nurse shall:
1. Act as the facility's Health Authority.
 2. Arrange for all levels of health care and ensure quality and accessibility for all health services provided to youth.
 3. Meet with the Superintendent at least quarterly to coordinate specific health needs.
 4. Prepare a health services monthly report and forward it to the Superintendent.
 5. Delegate and supervise selected health care tasks to health trained staff.
 6. Ensure that staff have completed the required health related training and that documentation of this training is maintained.
 7. Administer Hepatitis B vaccine and TB skin tests to staff.
 8. In group homes the contract facility nurse shall be responsible for carrying out medical orders and for arranging for all levels of health services.
 9. Participate in the development of the facility's operational-health policies and procedures.

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10. Assure that the scope of services is provided and properly monitored.
- E. The licensed practical nurse (LPN) shall perform nursing duties as delegated by the RN. The LPN shall assist in insuring availability of materials and supplies and in the provision of a clean and safe environment for youth and staff. The LPN shall consult with the NSPS, Nurse Administrator, Primary Health Care Provider, behavioral health provider, or Medical Director as indicated.
- F. The Superintendent or designee of each DJJ program shall provide administrative supervision to health care staff. Concerns about incompetence and professional misconduct shall be managed in accordance with state law, agency policy, and relevant professional ethical codes. The superintendent shall maintain on file:
1. A current copy of professional licenses, certifications, and restrictions of primary health care providers and nurses who provide services to youth in their program.
 2. Copies of written contracts and Memorandum of Agreements (MOA) with health providers.
 3. A current job description.
- G. Health-trained staff shall perform health services in the facility under the joint supervision of a RN and the Superintendent or designee. The health trained staff member shall:
1. Successfully complete the health services protocol training under the supervision of a RN.
 2. Collect and document medical information and report to the nurse, primary health care provider, or dentist.
 3. Follow the medical treatment plan as written by the physician or RN.
 4. Complete initial screening forms.
- H. In DJJ group homes a health-trained staff shall be identified as the health care coordinator. The facility primary health care provider, Superintendent, Nurse Administrator, and contract facility nurse shall supervise the health-related aspects of the health care coordinator's duties. The health care coordinator shall:
1. Schedule clinic appointments, if necessary and ensure appointments have been kept;
 2. Review all initial screening forms; and,
 3. Ensure the primary health care provider's orders are followed.
- I. Youth in DJJ facilities shall not be utilized as health care workers in any capacity. Youth may be involved in peer education for the purpose of health education.
- J. Medical staff shall not have sole determination for disciplining youth.

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V. MONITORING MECHANISM

Monitoring shall be accomplished by the NSPS, Nurse Administrator, the Superintendent or designee, the Medical Director or designee, and the Quality Assurance Branch.