

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-A-05

SUBJECT: **POLICIES AND PROCEDURES**

POLICY: The Oregon Department of Corrections Health Services Section maintains a Policies and Procedures manual approved by the Health Services Medical Director. The policy statements define the official position on particular issues, and procedures describe, in detail, how the policies are carried out. The Policy and Procedure Committee has responsibility for development, annual review and revision of policies and procedures.

REFERENCE: NCCHC Standard P-A-05
 Procedure #P-A-04, Administrative Meetings and Reports

PROCEDURE:

- A. The Policy and Procedure Committee consists of the Health Services Medical Director, Health Services Assistant Administrators, Dental Director, Chief Pharmacist, Training Specialist, all Health Service Managers and Nurse Managers.
- B. The Policy and Procedure Committee is responsible for accomplishing the review of each policy and procedure at least annually. The minutes of the Policy and Procedure Committee will reflect the dates of annual review. Revisions to a policy and procedure may be made at the committee meeting or assigned out to a member of the committee to complete. Substantive revisions to a policy and procedure will be brought back to the committee for review and approval before final approval.
- C. Prior to each quarterly Policy and Procedure Committee meeting, the chairpersons will advise the committee members which policies and procedures will be reviewed at the next meeting and also the method of review to be conducted. The method of review may include written revision, compliance audit, quality assurance, or continuous quality improvement studies.
- D. Each institution Health Service Manager is responsible for reviewing policies and procedures according to the method specified to identify and document approved deviations. The review should involve subordinate staff and deviations are to be discussed with affected staff to determine ways to improve the process, or, the policy and procedure.
- E. Other members of the Committee are responsible for reviewing policies and procedures to consider whether the language is clear, whether the subject has changed and would benefit from a revised policy statement, and whether new tasks are involved that should be described in procedure.

Policies and Procedures

- F. The results of the institution review and the recommended actions to correct deviation from policy and procedure are presented at the Policy and Procedure Committee meeting. The Policy and Procedure Committee will determine if the policy and procedure is to be revised or some other action taken to correct deviations.
- G. Each policy and procedure will be cross-referenced with the appropriate NCCHC Standard(s), ODOC Administrative Rules and Procedures, if applicable, and any other appropriate official document(s).
- H. Signatures, with dates, will be obtained on the signature page preceding each section of the policies and procedures manual from the Health Services Medical Director and when pertinent, the Dental Director, Pharmacy Manager and the appropriate Health Services Assistant Administrators. The Health Services Medical Director is then responsible for distributing copies to each institution's Health Services Manager.
- I. Upon receipt at the institution, signatures and dates are to be obtained from the Health Services Manager and Chief Medical Officer.
- J. Once the last signature is obtained, the effective date of implementation is to be noted just below the last signature line. This date will be 30 days after the last signature was obtained or no more than 90 days from the time the policy and procedure was signed by the Medical Director. The Health Service Manager is responsible for reviewing the policy and procedure with applicable staff and implementing any necessary changes needed to comply with revisions.
- K. During this 30 day interim, if the Health Services Manager, or designee, discovers that their unit cannot comply with new procedural changes, he/she is to submit a memorandum to the Health Services Medical Director outlining the reasons why, and suggesting possible corrections. The Health Services Medical Director will determine the action necessary and advise the Health Service Manager.
- L. Each finalized policy and procedure remains in effect until replaced by a revised policy and procedure or other written directive with a new effective date.
- M. Policies and procedures in new subject areas may be proposed by any Health Services employee by submitting a memorandum or draft policy and procedure to the chairperson(s) of the Policy and Procedure Committee or the Health Services Medical Director.

Effective Date: _____
Revision date: February 2007
Supersedes P&P dated: January 2006