

COR P & P M	SUBJECT: POLICY AND PROCEDURES	POLICY NO.: COR.10.1A.05
		EFFECTIVE DATE: 11/06/2018
		Page 2 of 3

- .3 There shall be an annual review of the Correction's (COR) Administrative Policy and Procedures (P&P) Manual, Chapter 10, Health Care by the Medical Director and the Correctional Health Care Administrator (CHCA). The Correctional Health Care Administrator, or a designee, shall implement the revisions. The COR, P&P Manual shall bear the date of the annual review, the signatures of the CHCA and the Medical Director and a list of new and revised policies by the year of review.
- .4 There shall be an annual review and revisions (if necessary) of the facility (site specific) P&P Manual, Chapter 10, Health Care by the Clinical Section Administrator and any Branch P & Ps. The facility specific P&P Manual shall bear the date of the review and revisions and the signatures of the facility Clinical Branch Administrator (Health Authority) and the responsible physician (Medical Authority). Branch P & Ps shall bear the date of review and revisions and the signatures of the Branch Administrator and the Medical Director.
- .5 Policy and procedures that impact other sections of the facility shall be reviewed and signed by the facility Warden.
- .6 Policy and procedure manuals shall be accessible to correctional employees and health care staff.

5.0 PROCEDURES


- .1 All suggestions for new or revisions of current Department, Division, or facility policies and procedures pertaining to health care shall be submitted using the policy and procedures format and PSD forms in ADM.01.01, Policy Coordination and Control.
- .2 The originator of new or revised changes to existing policy shall ensure that the proposals do not conflict with Federal or State Law, existing Department or facility policies, or labor union contracts. Any necessary recommendations or consultations made by or with these agencies shall be documented and submitted with a cover letter attached to the proposed policy.
- .3 New or revised facility policy and procedures shall be submitted in final draft to the Clinical Services Branch Administrator (CSBA). The originator has thirty (30) days to make corrections to drafts returned by the CSBA.
- .4 The facility CSA shall distribute new and revised policies to all employees in the Health Care Unit and shall implement an education process covering all new or revised policies. This process shall include a system that records evidence that

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		EFFECTIVE DATE: 11/06/2018
		Page 3 of 3


every employee has received, read and has had the opportunity to ask questions related to the implementation of new or revised policies.

APPROVAL RECOMMENDED:



Medical Director November 06, 2018
Date

APPROVAL RECOMMENDED:



Health Care Division Administrator November 06, 2018
Date

APPROVAL RECOMMENDED:



Deputy Director for Corrections November 06, 2018
Date

APPROVED:



DIRECTOR November 06, 2018
Date

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