	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.10.A.05
		SUPERSEDES (Policy No. & Date): COR.10.1A.05 (11/06/18)	
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1.0 PURPOSE

The purpose of this policy is to ensure that health care policies and procedures are developed, documented, and readily available to the staff.

2.0 SCOPE

This policy and procedure applies to all correctional facilities, their assigned personnel, and contract staff.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Department of Corrections and Rehabilitation, Policy and Procedures, ADM.01.01, Policy Coordination and Control.
- b. Hawaii Revised Statutes §26-14.6, Department of Public Safety.
- c. Standards for Health Services in Prisons. National Commission on Correctional Health Care, (2018).
- d. Standards for Health Services in Jails. National Commission on Correctional Health Care, (2018).
- e. Standards for Mental Health Services in Correctional Facilities. National Commission on Correctional Health Care, (2015).
- f. Performance-based Standards and Expected Practices for Adult Correctional Institutions. The American Correctional Association. Standards: 5-ACI-6D-10, (2021)

.2 Definitions

- a. Designated Mental Health Clinician: A psychiatrist, psychologist, or psychiatric social worker who is responsible for clinical mental health issues.
- b. Health Care Division Policy Coordinator: The Clinical Services Branch Administrator.

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- c. Policy: A facility's official position on an issue related to its operations.
- d. Procedure: Describes in detail, sometimes in sequence, how a policy is to be carried out.
- e. Responsible Health Authority: The Clinical Services Administrator is the designated individual tasked with ensuring the organization and delivery of all medical and clinical services care in the facility.
- f. Responsible Mental Health Authority: The Mental Health Administrator is the designated individual tasked with ensuring the organization and delivery of all mental health services in the facility.
- g. Responsible Physician: A designated M.D. or D.O. who has the final authority at a given facility regarding clinical issues.
- h. Subject Matter Knowledgeable Staff Member: Person who is an authority in a particular area or topic and has direct knowledge of what is done on the job, what skills, abilities and other characteristics are required, and who performs specialized functions in given departmental processes. These may include those currently performing assigned tasks, those that have been temporarily assigned to specific tasks, those who supervise others doing said tasks.

4.0 POLICY

- .1 The departmental policies and procedures of the Health Care Division (found in Chapter 10 of the Department's, Corrections Administration, Policy and Procedures Manual) is a systemwide policy and procedures manual that shall apply to health care operations at all correctional facilities. When additional procedural specification is required for health care operations at individual facilities, branch policies and procedures shall be developed or modified, and will apply only to the specific facility.
- .2 Health care policies and procedures are reviewed at least annually by the appropriate health care authority and revised, if necessary.
- .3 The review of health care policies and procedures are documented, dated, and signed by the appropriate reviewing authorities.

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- .4 When new or revised policies and procedures are introduced, health care staff review the new or revised policies and procedures.
- .5 Other policies (e.g., custody, food service, industries, and health care vendor or other contractors), do not conflict with health care policies.
- .6 The site-specific departmental and branch health care policy and procedures manual or compilation is readily accessible to health care staff.

5.0 PROCEDURES

- .1 The development, revision, and recission of policy and procedures shall be conducted in accordance with ADM.01.01 (Policy Coordination and Control).
- .2 Revision Control.
 - a. Division health care policies and procedures (i.e., Chapter 10 of the Department's, Corrections Administration, Policy and Procedures Manual), shall be reviewed at least annually by the division's designated subject matter knowledgeable staff (i.e., the Corrections Health Care Administrator, the Medical Director, the Chief Nursing Officer, the Mental Health Branch Administrator, and/or their designee). Documentation of the review shall include the date of the review and the signatures of the Corrections Health Care Administrator, the Medical Director, the Chief Nursing Officer, the Mental Health Branch Administrator, and any other designated subject matter knowledgeable staff members.
 - b. Branch health care policies and procedures (i.e., those that are facility-specific), shall be reviewed at least annually by the facility designated subject matter knowledgeable staff (i.e., the responsible health authority, the responsible mental health authority, the responsible physician, and the designated mental health clinician). Documentation of the review shall include the date of the review and the signatures of the facility designated subject matter knowledgeable staff members (i.e., the responsible health authority, the responsible mental health authority, the responsible physician, and the designated mental health clinician).
- .3 New or modified branch health care policies and procedures shall be reviewed and signed by the facility Warden, the Medical Director, the Chief Nursing Officer, the Mental Health Branch Administrator, the Responsible Health Authority, the Responsible Mental Health Authority, and Responsible Physician.


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- .4 The Health Care Division policy coordinator shall place the electronic copy of new or revised policies and procedures on the department shared drive (i.e., on the L drive HCD2 folder, Policy and Procedures subfolder), so that health care staff have timely access for reference, review and receipt. The responsible health authority and the responsible mental health authority shall also maintain the site-specific policy and procedures manual or compilation in hard copy form and in a secure location accessible by health care staff.

- .5 When new or revised policies and procedures are introduced, health care staff shall be notified of the new or revised policies and procedures. All affected staff shall be given ten (10) working days to sign and acknowledge receipt and review of revised or newly created policies. The Section Administrator or designee shall document the receipt and review of revised or new policies and procedures by affected staff.

APPROVAL RECOMMENDED:




Deputy Director for Corrections

JAN 0 1 2024

Date

APPROVED:



DIRECTOR

JAN 0 1 2024

Date

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