

	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> <b>02/23/2004</b>	<b>POLICY NO.:</b> <b>COR.10.1A.04</b>
		<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>COR.10A.03 11/16/98</b>	
	<b>SUBJECT:</b> <b>ADMINISTRATIVE MEETINGS AND REPORTS</b>		<b>Page 1 of 2</b>

No. 2004-318

## 1.0 PURPOSE

To establish guidelines for the discussion of health care services at administrative meetings and to ensure that health services staff meetings are held to review administrative issues.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and duties.
- b. National Commission on Correctional Health Care, Standards for Health Services in Prisons and Jails (2003).

### .2 Definitions

Health Services Staff: All full and part-time permanent or limited term health care personnel including volunteers and contracted employees.

## 3.0 POLICY

The Health Authority shall attend the facility administrative meetings at least quarterly and shall discuss health services with the facility administrator at the scheduled meetings. Health care services staff meetings shall be held monthly to review administrative concerns.

## 4.0 PROCEDURES

- .1 Administrative meetings are held at least quarterly and are attended by the facility administrator, the health authority and other facility staff as deem appropriate by the Warden.
- .2 Regular staff meetings shall be held monthly and shall involve the clinical section administrator, the health information section administrator, unit supervisors (dental and mental health) and the responsible physician. The facility safety officer and the senior correctional officer assigned to the medical section shall be invited to the monthly meeting. The meeting shall be scheduled to ensure that the Correctional Officers do not incur overtime.

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- .3. Meeting minutes should include an account of the effectiveness of the health care systems; infection control efforts, inmate grievances, safety inspection reports, a description of any environmental factor that may need improvement and if required, corrective action and any changes in policy or procedures, laws, rules or regulations since the last meeting. Copies of the administrative and staff meeting minutes shall be distributed to attendees and retained for review by auditors.
  
4. Copies of the Health Services Kamakani reports, health services rendered and statistical reports (e.g. injury, chronic, communicable, etc.) shall be provided to the Warden when the reports are prepared for forwarding to the Health Care Division.

**5.0 SCOPE**

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

**APPROVAL RECOMMENDED:**

Kay A Bauman MD 1/15/04  
Medical Director Date

[Signature] 11/15/04  
Correctional Health Care Administrator Date

Frank [Signature] Feb. 19, 2004  
Deputy Director for Corrections Date

**APPROVED:**

[Signature]  
Director

2/23/04  
Date