

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS

HEALTH CARE DIVISION

FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director for Corrections, develops and maintains health care programs involving both in-house and community resources (public health, contract and volunteer) for all correctional institutions, and oversees the operation of such programs to ensure adherence to contemporary standards, fiscal responsibility, uniformity of quality of health care and integration/coordination among health care providers.

1. Develop health care plans, standards, rules and regulations, and policies relative to the provision of adequate medical, mental, and dental examination, treatment, and care of inmates on an in-house and out-service, scheduled and emergency basis.
2. Determine staffing, equipment, space, supply, and other requirements for health care services in correctional institutions; prepare and develop divisional budget and expenditure plans; and execute fiscal management procedures.
3. Review and evaluate health care services for compliance with directives and achievement of objectives; establish a quality management system; develop inter-branch committees to exchange information; provide in-service education; and assist in formulating operational policies and procedures.
4. Approve outside services of a non-emergency nature and conduct the post reviews of emergency outside services.
5. Consult with local and national public and private health care providers and other agencies. Obtain support and services in order to develop and sustain adequate health care in correctional institutions.
6. Prepare reports and recommendations for administrative review and action.
7. Coordinate health-related activities with the correctional institutions, the Department of Health, University of Hawaii health sciences schools and other community health organizations.

**OFFICE SUPPORT UNIT**

Under the direct supervision of the head of the Health Care Division, provides general clerical support services, including business management support functions to the Division.

1. Assist in preparing budget requests and expenditure plans. Maintain controls of expenditures and encumbrances.
2. Provide procurement functions for the Health Care Division. Monitor and maintain procured contracts and Memorandums of Agreement.
3. Review and process medical and other claims. Maintain the health care database for claims made.
4. Process and monitor personnel transactions.
5. Coordinate and maintain inventory of divisional equipment.
6. Prepare and complete travel authorizations and arrangements for health care employees.
7. Provide general and day-to-day clerical support.

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS

HEALTH CARE DIVISION

MEDICAL SERVICES BRANCH

FUNCTIONAL STATEMENT

Under the direction of the Corrections Health Care Administrator, the Medical Services Branch serves as the medical authority for the Health Care Division and develops, implements, and evaluates the medical services within the Department. The Medical Services Branch provides for the delivery of medical services including screenings, assessments, diagnostic evaluations, therapy, chronic care treatment plans, communicable disease diagnoses and treatment, discharge summaries for inmates in the custody of the Department and the supervision of health care providers (physicians and physician extenders).

**MEDICAL SERVICES SECTION**

**PSYCHIATRY SERVICES SECTION**

**ADVANCED PRACTICE NURSING SERVICES SECTION**

1. Plan, coordinate, implement, evaluate, and revise Departmental medical and psychiatric services operations.
2. Provide medical and psychiatric care for detainees/inmates with serious health and/or mental health needs.
3. Provide clinical supervision and administration of physicians, clinical nurse practitioners, physician assistants, residents, and other health care personnel.
4. Establish and implement standards for acute and chronic care delivery of medical and psychiatric services. Advise the department on standard of care issues. Provide medical and psychiatric consultation.
5. Monitor the incidence and prevalence of acute and chronic infectious diseases. Develop and implement standards of care for infectious disease prevention and intervention.
6. Develop a system of routine and special needs medical/psychiatric services delivery.
7. Approve referrals to community medical clinics and oversee external consultative services.
8. Act as the Department liaison to medical clinics, hospitals or centers, and other agencies.
9. Review, revise and/or develop departmental Policies and Procedures and Medical/Psychiatric Protocols.
10. Review staffing, equipment, space, supplies, and other requirements needed to provide medical and psychiatric services to detainees/inmates in the Department's custody.
11. Coordinate and attend the Provider Meeting, Pharmacy and Therapeutic Meeting, and Specialty Utilization Review Panel.
12. Prepare medical or psychiatric reports for Morbidity and Mortality reviews, medical release requests, and other requirements. Coordinate and conduct Morbidity and Mortality Reviews. Maintain the departmental death log.

**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**

**HEALTH CARE DIVISION**

**MENTAL HEALTH BRANCH**

**FUNCTIONAL STATEMENT**

Under the direction of the Corrections Health Care Administrator, the Mental Health Branch provides administrative and clinical supervision for the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Plan, organize, coordinate, implement, evaluate, and revise Departmental mental health programs and operations.
2. Revise and review mental health staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide mental health services in the Departmental correctional facilities.
3. Propose operating budgets and expenditure plans for mental health services. Maintain a fiscal accountability system.
4. Review and evaluate existing mental health policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for mental health services in correctional facilities.
5. Maintain the mental health quality assurance program. Conduct root cause analyses and implement corrective action. Coordinate and oversee the mental health component of the continuous quality improvement program.
6. Provide clinical supervision, training, and administrative support to mental health branch employees in order to achieve planned objectives.
7. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
8. Prepare and submit reports for Divisional and Departmental management purposes.

**HALAWA MENTAL HEALTH SECTION**

Under the direction of the Mental Health Branch Administrator, the Halawa Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs at the Halawa Correctional Facility and the Waiawa Correctional Facility.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, and Office Support Units.
2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.

6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

### **Psychology Unit**

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Social Services Unit**

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Office Support Unit**

## **OAHU MENTAL HEALTH SECTION**

Under the direction of the Mental Health Branch Administrator, the Oahu Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, Nursing, Recreation, and Office Support Units.

2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

### **Psychology Unit**

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Social Services Unit**

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Nursing Unit**

Under the direction of the Mental Health Section Administrator, the Nursing Unit provides the direct delivery of mental health services, including mental health nursing assessments, psychotropic medication monitoring, documentation of medication response, coordinating medication referrals and orders by psychiatry, assistance with activities of daily living, mental and behavioral status monitoring, and medication teaching groups for detainees/inmates with severe and persistent mental health needs.

1. Implement the Mental Health Nursing Program for detainees/inmates requiring special needs mental health care.
2. Provide mental health nursing assessments for inmates with serious mental health needs.
3. Conduct psychotropic medication monitoring and document response to medications. Work collaboratively with psychiatry, coordinate medication referrals, and take-off medication orders. Maintain the Medication Administration Record.
4. Implement components of the Psychosocial Treatment Program, including medication teaching and therapeutic activity groups.
5. Monitor the mental and behavioral status of assigned patients. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
6. Assist with the development and performance of independent and daily living skills for detainees/inmates with severe and persistent mental illnesses.
7. Assist in the development and implementation of Mental Health Services Treatment Plans.
8. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Recreation Unit**

Under the direction of the Mental Health Section Administrator, the Recreation Unit provides the direct delivery of mental health services, including recreational and therapeutic group activities for detainees/inmates with severe and persistent mental health needs.

1. Implement components of the Psychosocial Treatment Program, including recreational and therapeutic activity groups.
2. Assist in the implementation of Mental Health Services Treatment Plans.
3. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Office Support Unit**

## **WOMEN'S MENTAL HEALTH SECTION**

Under the direction of the Mental Health Branch Administrator, the Women's Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, Nursing, Recreation, and Office Support Units.
2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.

4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

### **Psychology Unit**

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Social Services Unit**

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

### **Office Support Unit**

**KAUAI MENTAL HEALTH SECTION**  
**MAUI MENTAL HEALTH SECTION**  
**HAWAII MENTAL HEALTH**  
**SECTION**

Under the direction of the Mental Health Branch Administrator, the Kauai and Maui Mental Health Sections provide the direct delivery of mental health services to detainees/inmates with serious mental health needs at their respective facilities. The Hawaii Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs at the Hawaii Community Correctional Center and the Kulani Correctional Facility.

1. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
2. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
3. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
4. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
5. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
6. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
7. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.
8. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

APPROVED 6/30/2020



**DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS**

**HEALTH CARE DIVISION**

**CLINICAL SERVICES BRANCH**

**FUNCTIONAL STATEMENT**

Under the general direction of the head of the Health Care Division, the Clinical Services Branch provides direct delivery of health care, including health promotion and prevention services, nursing care, medical evaluation and therapy, dietary consultation, and dental services and treatment to correctional detainees/inmates.

1. Plan, organize, coordinate, implement, evaluate, and revise clinical services programs and operations.
2. Revise and review clinical services staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide health services in the Departmental correctional facilities. Monitor and maintain medication and medical supply inventories.
3. Propose operating budgets and expenditure plans for health services. Maintain a fiscal accountability system.
4. Review and evaluate clinical services policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
5. Maintain the clinical services quality assurance program. Conduct root cause analyses and implement corrective action. Coordinate and oversee the clinical services component of the continuous quality improvement program.
6. Provide clinical supervision, training, and administrative support to clinical services branch employees in order to achieve planned objectives.
7. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
8. Prepare and submit reports for Divisional and Departmental management purposes.

**HALAWA CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Direct, supervise, and evaluate the provision of clinical services by the Nursing Services, Dental Services, Physical Therapy, Health Information, and Office Support Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.

5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

#### **Nursing Services Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of nursing services for the health care of detainees/inmates.

- I. Provide direct nursing services to detainees/inmates. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmity-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical supply inventories

#### **Dental Services Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of dental services for the health care of detainees/inmates.

1. Conduct examinations for dental health and oral hygiene.
2. Plan and perform dental treatment and related functions.
3. Arrange for private consultation and other services.
4. Provide education and instruction on dental health and oral hygiene.
5. Monitor and maintain the dental supply and equipment inventory.
6. Maintain patient documentation and dental records.

#### **Health Information Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of health information services for the health care of detainees/inmates.

- I. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
2. Manage and maintain the electronic medical record system.
3. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.
4. Reactivate the health records of inmates re-entering the correctional system.

5. Respond to subpoenas and other requests for information.

### **Office Support Unit**

### **OAHU CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Direct, supervise, and evaluate the provision of clinical services by the Nursing Services, Dental Services, Health Information, and Office Support Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.
5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

### **Nursing Services Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of nursing services for the health care of detainees/inmates.

1. Provide direct nursing services to detainees/inmates. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical supply inventories

### **Dental Services Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of dental services for the health care of detainees/inmates.

1. Conduct examinations for dental health and oral hygiene.
2. Plan and perform dental treatment and related functions.
3. Arrange for private consultation and other services.
4. Provide education and instruction on dental health and oral hygiene.
5. Monitor and maintain the dental supply and equipment inventory.
6. Maintain patient documentation and dental records.

#### **Health Information Unit**

Under the supervision of the Clinical Services Section Administrator, provides a variety of health information services for the health care of detainees/inmates.

1. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
2. Manage and maintain the electronic medical record system.
3. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.
4. Reactivate the health records of inmates re-entering the correctional system.
5. Respond to subpoenas and other requests for information.

#### **Office Support Unit**

#### **WAIAWA CLINICAL SERVICES SECTION** **WOMEN'S CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Provide direct nursing, dental, and health information services. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical/dental supply inventories
8. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
9. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.

## **NEIGHBOR ISLAND CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Direct, supervise, and evaluate the provision of clinical services by the Maui, Hawaii, Kauai, and Kulani Clinical Services Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.
5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

### **Maui Clinical Services Unit**

### **Hawaii Clinical Services Unit**

### **Kauai Clinical Services Unit**

### **Kulani Clinical Services Unit**

Under the direction of the Clinical Services Section Administrator, provides for the health care of detainees/inmates involving clinical services, nursing, dental and health information.

1. Provide direct nursing, dental, and health information services. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical/dental supply inventories
8. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
9. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.