



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.5.6	Subject: <b>ADMINISTRATIVE MEETINGS AND REPORTS</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 5: Health Care	Effective Date: June 1, 1998
Signature: /s/ Mike Ferriter, Director	Revised: 06/21/11

## **I. POLICY**

The Department of Corrections facilities will establish mechanisms for effective communication between the facility administrator and the facility's health care unit.

## **II. APPLICABILITY**

The secure care facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, and the private and regional facilities contracted to the Department of Corrections as specified in contract.

## **III. DEFINITIONS**

Chief Facility Health Officer – The health authority or nursing supervisor responsible for the facility health care services.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

Health Care Staff – Includes licensed health care providers and non-licensed health care staff (e.g., medical records staff, health care aides) responsible for offender health care administration and treatment.

Health Policy Team – A team consisting of the Department medical director, dental director, mental health or psychiatric representative, health services bureau chief, managed care RN, chief facility health officer, and facility administrator.

Medical Director – The physician designated by the Department director to oversee the health care of all adult and youth offenders under Department jurisdiction.

## **IV. DEPARTMENT DIRECTIVES**

### **A. Reviews**

1. The chief facility health officer will conduct annual health care program reviews at the request of the medical director and forward the results to the facility administrator and the medical director.
2. The review will include, at a minimum, the following information:
  - a. the number of offenders receiving health services by category of care;
  - b. referrals to specialists;

**Subject: ADMINISTRATIVE MEETINGS AND REPORTS**

- c. deaths;
- d. infectious disease monitoring (e.g., hepatitis, HIV, STDs, TB);
- e. emergency services provided to patients;
- f. dental procedures performed; and
- g. any staffing, space, or equipment issues or needs.

**B. Health Policy Team Meetings**

1. The health policy team meetings will:
  - a. be chaired by the medical director;
  - b. be documented;
  - c. convene at least semiannually;
  - d. focus on monitoring, planning, and problem resolution within the adult and youth health care delivery systems;
  - e. provide agendas that include review of quarterly monitoring reports and sentinel events, discussion of interdepartmental problems and health care system effectiveness; and
  - f. include the following personnel:
    - 1) the health services bureau chief;
    - 2) the adult and youth program chief facility health officers;
    - 3) facility administrators;
    - 4) the Department managed care RN;
    - 5) physician(s);
    - 6) pharmacists/pharmacy consultants;
    - 7) psychiatrist(s);
    - 8) the Department dental director;
    - 9) mid-level practitioners; and
    - 10) Department fiscal and Contract Placement Bureau representatives.

**C. Facility Health Care Staff Meetings**

1. The chief facility health officer will meet at least quarterly with health care staff to review administrative and procedural issues.
2. The meetings will be documented and notes will include:
  - a. an account of health care system effectiveness;
  - b. a description of any environmental health factors that need improvement;
  - c. policy and procedure issues;
  - d. changes effected since the last report; and
  - e. recommended corrective action.

**D. Reports**

Reports of all reviews and meetings will be forwarded to the facility administrator and the health services bureau chief.

**V. CLOSING**

Policy No. DOC 4.5.6	Chapter 4: Facility/Program Services	Page 3 of 3
Subject: <b>ADMINISTRATIVE MEETINGS AND REPORTS</b>		

Questions concerning this policy should be directed to the health services bureau chief.

**VI. REFERENCES**

A. *National Commission on Correctional Health Care Standards, 2008*

**VII. ATTACHMENTS**

None.