



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

Policy No. DOC 4.5.5	Subject: <b>HEALTH CARE MANUAL</b>	
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2	
Section 5: Clinical Services	Effective Date: Oct. 1, 1997	
Department Director Signature: /s/ Mike Batista	Revised: 03/21/2016	
Medical Director Signature: /s/ Tristan Kohut, M.D.		
Clinical Services Division Administrator Signature: /s/ Connie Winner		

**I. POLICY**

The Department of Corrections facility health care units will ensure a health care manual and current Department clinical services policies and facility clinical services procedures are maintained within their units.

**II. APPLICABILITY**

All secure facilities Department owned and contracted, as specified in contract.

**III. DEFINITIONS**

Clinical Services Division Administrator – The administrator responsible for overseeing the Clinical Services Division and is the designated Responsible Health Authority for the Department.

Designated Health Authority – Regardless of local title, the individual at the facility or program level who is responsible for health services, as designated by the Responsible Health Authority.

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

Qualified Health Care Professionals – Physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for offenders, including contracted or fee-for-service professionals.

**IV. DEPARTMENT DIRECTIVES**

**A. Medical Resource Manual Contents**

1. Each facility health care manual will contain, at a minimum, the following:
  - a. Department policies and/or facility procedures that address each of the National Commission on Correctional Health Care Standards for Health Services; and
  - b. other relevant Department policies and/or facility procedures.

**B. Medical Resource Manual Access**

1. The manual will be retained in all health care unit administrative areas.

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2. All health care staff will have access to the manual.

### **C. Medical Resource Manual Training**

1. The designated health authority, in cooperation with the facility administrator, will familiarize all new health care staff with the manual.
2. The designated health authority will retain documentation verifying that each health care provider has read the manual.

### **D. Responsibilities**

1. All health care staff will:
  - a. read the manual and sign a document to verify that fact;
  - b. follow established policy and procedures as instructed; and
  - c. identify and inform supervisory staff of policy and procedures that may be inconsistent or inappropriate.
2. Qualified health care professionals will assume full responsibility for their own clinical judgment while providing care within their scope of practice.
3. The designated health authority, or designee, will:
  - a. ensure that each health care staff is familiar with the medical section of the manual;
  - b. provide for in-service training programs to address new or revised policy and procedures; and
  - c. maintain documentation of all in-service training programs.

## **V. CLOSING**

Questions concerning this policy should be directed to the Department medical director or Clinical Services Division administrator.

## **VI. REFERENCES**

- A. *ACA Standards for Juvenile Correctional Facilities, 2003*
- B. *4-4415; ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*
- C. *P-A-05; National Commission on Correctional Health Care Standards for Health Services in Prisons, 2014*
- D. *Y-A-05; National Commission on Correctional Health Care Standards for Health Services in Juvenile Detention and Confinement Facilities, 2015*

## **VII. ATTACHMENTS**

None