

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

RESPONSIBILITY FOR HEALTH CARE SERVICES

Title 15, Section 1400-1402; 1404-1405; NCCHC

Authority:

Michelle Scray Brown, Chief Probation Officer
Michael Neeki, Chief Medical Officer
Nerissa Galang-Feather MD, FAST Clinic Medical Director

Purpose:

To outline the roles and responsibilities of health care staff to ensure quality, accessible, and timely health care to youth in the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities.

Definitions:

Health Service Staff: Nursing, behavioral health, and contracted health service providers.

Responsibilities:

- I. Chief Medical Officer/ Department of Behavioral Health Medical Director:
 - A. Ensure a physician/provider is available, on-call, twenty-four (24) hours a day and seven (7) days a week as a consultant to health care staff.
 - B. Work collaboratively with the JDAC Superintendent, Health Services Manager, and the Juvenile Justice Program Manager II (JJPMII) in developing policy and procedures for healthcare administration.
 - C. Identify health care providers for the defined scope of services required.
 - D. Establish systems for coordination among healthcare service providers.
 - E. Develop and/or approve appropriate healthcare training for staff that is consistent with community standard and meets the needs of the facility population.

- II. Health Service Manager (HSM):
 - A. Adhere to the designated job description as detailed by San Bernardino County Human Resources and duties as outlined in the orientation manual.
 - B. Be on site, no less than, weekly or have a supervisor designee on site.
 - C. Arrange for the provisions of all levels of medical care and ensure the services are of adequate quality and are accessible to all youth in a timely manner.
 - D. Establish written agreements as necessary to provide access to health care and have direct oversight to the agreements/contracts to determine suitable access.
 - E. Ensure that policies and procedures for youth supervision staff also apply to the medical service staff where applicable.
 - F. Review the orientation manual once every two (2) years or more frequently, as needed.
 - G. Communicate with the courts as needed.
 - H. Coordinate utilizations review, if necessary, with clinical needs so that patient care is not jeopardized.
 - I. Develop and/or approve appropriate healthcare training for staff that is consistent with community standard and meets the needs of the facility population.

- III. Juvenile Justice Program Manager II (JJPMII):
 - A. Adhere to the designated job description as detailed by San Bernardino County Human Resources.

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- B. Work collaboratively with the Deputy Chief of Detention Corrections Bureau (DCB) and the Medical Director for Department of Behavioral Health (DBH) to implement seamless behavioral health services at the JDACs and Treatment Facilities.
 - C. Arrange for all levels of mental healthcare to ensure that services are accessible and received in a timely manner.
 - D. Ensure appropriate mental healthcare training for JDAC/Treatment Facilities staff as needed.
 - E. Ensure adequate staff, equipment, supplies, materials, and resource manuals for the level of care required.
 - F. Ensure that policies and procedures that are applicable to youth supervision staff are also relevant to the behavioral health staff.
 - G. Be onsite, no less than, quarterly.
- IV. Supervising Correctional Nurse II:
- A. Report to the HSM.
 - B. Coordinate day-to-day delivery of healthcare and serve as lead staff member.
 - C. Participate and work collaboratively in case management with other Department and County entities.
 - D. Oversee the day-to-day medical and administrative issues.
 - E. Carry out duties as outlined in other Department procedures, orientation manual, and memorandums.
- V. Supervising Correctional Nurse I:
- A. Report to the Supervising Correctional Nurse II/Designee.
 - B. Serve as lead staff member in the absence of the Supervising Correctional Nurse II.
 - C. Determine the daily medical staff assignments.
 - D. Directly monitor the infection control activities and quality assurance programs.
 - E. Participate in case management of all medically high-risk youth and maintain oversight as identified by medical staff.
 - F. Carry out duties as outlined in other Department procedures, orientation manual, and memorandums.
- VI. Mental Health Clinic Supervisor:
- A. Report to JJPMII.
 - B. Coordinate day-to-day delivery of behavioral healthcare and serve as lead staff member.
 - C. Participate and work collaboratively in case management with other Department and County entities.
 - D. Oversee the day-to-day behavioral health and administrative issues.
 - E. Carry out duties as outlined in other Department procedures and the orientation manual.
- VII. Correctional Nurse I/II, Licensed Vocational Nurse (LVN), Clinic Assistant:
- A. Participate and act in the charge role as assigned.
 - B. Carry out duties as outlined in other Department procedures, orientation manual, and memorandums.
 - C. Perform audits, inspections, and calibration of healthcare equipment and supplies as assigned by the Supervising Correctional Nurse.
- VIII. Clinical Therapist I/II
- A. Participate and act in the charge role as assigned.
 - B. Carry out duties as outlined other Department Procedures and the Orientation Manual.

Guidelines:

- A. All health staff is to implement and complete clinical decisions in an effective and safe manner.
- B. All health staff must participate in an orientation program that is developed and/or approved by their respective managers, Superintendent, or designee.
- C. All health staff must receive a basic orientation on the first day of on-site-services. This orientation must include at a minimum, relevant security and health services policies and procedures, response to facility emergency situations, position description, and youth/staff relationships.
- D. All full time health staff must complete an in-depth orientation within 90 days of employment. This orientation must include at a minimum all health service policies and procedures not included in the basic orientation, health and age specific needs of the juvenile population, infection control including use of standard precautions, and confidentiality of records and health information.
- E. Completion of the orientation program must be documented and kept on file.
- F. The job duties listed serve as an addendum to the San Bernardino County Human Resources Department's official job descriptions.

Inspections:

Internal

The Health Services Manager and JJP Program Manager shall inspect this procedure by review of logs, incident reports, safety reviews and other safeguards conducted in the normal course of business on a weekly, monthly or yearly basis.

External


Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standards for Juvenile Facilities, Title 15, Section 1400
Standards for Health Services in Juvenile Detention and Confinement Facilities,
National Commission on Correctional Health Care

References:

Issued by:


Michelle Scray Brown, Chief Probation Officer

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