

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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**SUBJECT: MEDICAL POLICIES, PROCEDURES, GUIDELINES,
AND QUALITY ASSURANCE**

CATEGORY: MEDICAL SERVICES

Policy

It is the policy of the Idaho Department of Juvenile Corrections (IDJC) that statewide policies and procedures for health care processes, as well as facility nursing guideline manuals, are developed to assist in providing consistent and adequate health care to juveniles in IDJC custody.

Operating Procedures

- I. Statewide Health Care Policies and Procedures
 - A. The IDJC statewide health care services policies and procedures are available to all staff on the IDJC Intranet.
 - B. Medical staff will review all health care services policies and procedures yearly and as needed. Revisions should be done under the direction of the Responsible Health Authority.
 - C. Any changes to these policies and procedures will follow the statewide Forms and Policy and Procedure Control (109) policy/procedure.
 - D. Facility health authorities from all three IDJC facilities will meet at least quarterly in person, via videoconference, or via phone conference.
- II. Nursing Guideline Manuals
 - A. A facility Nursing Guidelines Manual is available in the facility's medical clinic.
 - B. All Nursing Guideline Manuals must be approved by the facility health authority and the contract medical provider.
 - C. Review of Manuals
 1. Nursing Guideline Manuals must be reviewed every two years and as needed by the facility health authority and contract medical provider and revised, if necessary.

2. If a new contract medical provider is retained, the facility Nursing Guideline Manual must be reviewed and approved by the new contract medical provider.
3. If a new facility health authority is retained, the facility Nursing Guideline Manual must be reviewed by the new facility health authority.
4. Each facility Nursing Guideline Manual will reflect the date of the most recent review or revision.

III. Quality Assurance

- A. The facility health authority and licensed medical staff will review the juvenile electronic medical records on a rotating basis. Each IDJC facility will document the file reviews within the electronic medical record.
- B. Each IDJC facility clinic will undergo quarterly pharmacy reviews conducted by a licensed pharmacist.
- C. Each IDJC regional facility will undergo an annual review of medical services. The reviews will be conducted by alternating IDJC regional facility health authorities.
- D. Medical services meetings are held on a quarterly basis or as needed within the medical clinic. Minutes or summaries of the meetings are kept and retained for reference.
- E. State facilities participate in the Council of Juvenile Corrections Administrators' Performance-based-Standards (PbS) project. Licensed medical staff enters data from the medical record as part of the data collection process. This data is collected twice a year and analyzed by the Quality Improvement Team and Facility Improvement Plans may be developed based on this data.

Reference: [Glossary of Terms and Acronyms](#)
 [Records Retention Schedules](#)
 [Records Destruction Logs](#)
 [National Commission on Correctional Health Care: Standards for Health Services in Juvenile Detention and Confinement Facilities Y-A-05 – Policies and Procedures](#)

Desk Manual(s): *JCC–Lewiston Nursing Guidelines*
 JCC–Nampa Nursing Guidelines
 JCC–St. Anthony Nursing Guidelines

Related Policies: [Forms and Policy and Procedure Control \(109\)](#)
 [Records Management Program \(117\)](#)

Related Forms: [Records Destruction Worksheet \(DJC-279\)](#)