

**CHAPTER: 100**

**Agency Administration/Management**

**DEPARTMENT ORDER:**

**117 – Health Services – Authority and  
Communication**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**HS**

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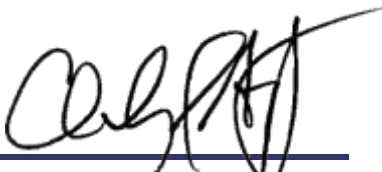
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# Arizona Department of Corrections

## Department Order Manual



  
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Charles L. Ryan, Director

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## **PURPOSE**

This Department Order establishes the Health Services Contractor as the overall authority for providing health services to inmates, as delegated by the Director. The Department Order further provides for regular communications and meetings between Contract Facility Health Administrator and Wardens.

## **PROCEDURES**

### **1.0 HEALTH SERVICES AUTHORITY**

- 1.1 Each institutional Health Unit shall be managed by the Contract Facility Health Administrator who shall be responsible for:
  - 1.1.1 The administrative oversight of inmate health care, which shall include diagnosis; care and treatment; prevention and education in the areas of physical, mental, dental, environmental health, clinical dietetics and nutrition.
  - 1.1.2 Coordinating with institutional management.
- 1.2 When an institution does not normally have a Contract Facility Health Administrator on-site, a senior member of the health staff shall be selected by the appropriate Contract Facility Health Administrator to serve as the person responsible for supervisory issues. The staff member shall report to and be supervised by the responsible Contract Facility Health Administrator.
- 1.3 The Clinical Director of the Alhambra Behavioral Health and Treatment Center shall be responsible for Mental Health Services in that institution and report to the Contract Facility Health Administrator.

### **2.0 HEALTH SERVICES/INSTITUTIONAL COMMUNICATION**

- 2.1 The Contract Facility Health Administrator or designee shall:
  - 2.1.1 Be a part of the regular executive staff of the institution and meet with the institution Warden and other members of the institution executive staff at regularly scheduled intervals as outlined in Department Order #112, Department Meetings.
  - 2.1.2 Meet once a week with the institution Warden to discuss all matters relevant to providing health care to the assigned facility to include security needs and transportation schedules.
  - 2.1.3 Immediately report to the Warden any health condition that poses a significant danger to the health and safety of staff or inmates.
- 2.2 The Warden shall receive copies of all routine statistical reports compiled by the Health Unit as part of the Health Management Information System.

### **3.0 MEDICAL ADVISORY COMMITTEE MEETING**

- 3.1 The Contract Facility Health Administrator or designee shall conduct a monthly Medical Advisory Committee Meeting with the Warden, Deputy Warden and the Arizona Department of Corrections (ADC) Contract Monitor to review statistical information, problems with health care delivery, and recommended correction action plans.

- 3.2 The Contract Facility Health Administrator shall publish the minutes of each monthly Medical Advisory Committee Meeting and provide copies to all attendees and the Assistant Director for Health Services Contract Monitoring Bureau.

#### **4.0 ARIZONA DEPARTMENT OF CORRECTIONS (ADC) CONTRACT MONITOR**

- 4.1 The ADC Contract Monitor shall be part of the regular executive staff of the institution and meet with the institution Warden and other members of the institution executive staff at regularly scheduled intervals as outlined in Department Order #112, Department Meetings.

### **IMPLEMENTATION**

The Assistant Director for Health Services Contract Monitoring Bureau shall ensure Technical Manual(s) are updated and maintained in compliance with the National Commission on Correctional Health Care standards and address medical administrative and management issues unique to Health Services.