

CHAPTER: 100

Agency Administration/Management

DEPARTMENT ORDER:

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

**OFFICE OF PRIMARY
RESPONSIBILITY:**

HS

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N/A

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ACCESS

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Arizona Department of Corrections

Department Order Manual



A handwritten signature in blue ink, appearing to read "Joseph Profiri", is written over a horizontal line.

Joseph Profiri, Acting Director

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PURPOSE

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

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 healthcare, which shall include diagnosis; care and treatment; preventative healthcare, and education in the areas of physical, mental, dental, environmental health, clinical dietetics and nutrition.
 - 1.1.2 Coordinating with institutional management.
- 1.2 If an institution does not normally have an on-site Contract Facility Health Administrator, the appropriate Contract Facility Health Administrator shall designate a senior healthcare staff member 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 ASPC-Phoenix, Alhambra Behavioral Health and Treatment Center shall be responsible for Mental Health Services in that institution and shall 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 member of the regular executive staff of the institution and meet with the Complex 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 each business day with the Warden or designee to discuss all matters relevant to providing healthcare to the assigned facility to include security needs and transportation schedules.
 - 2.1.3 Immediately report to the Warden or designee any health condition that poses a significant danger to the health and/or 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:

- 3.1.1 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 healthcare delivery, and recommended corrective action plans.
- 3.1.2 Create the minutes of all Medical Advisory Committee Meetings and provide copies to all attendees and the Assistant Director for Health Services Contract Monitoring Bureau.
 - 3.1.2.1 The minutes shall be retained by the Contract Facility Health Administrator, and shall be made available to any Department employee for review upon request.

4.0 ARIZONA DEPARTMENT OF CORRECTIONS (ADC) CONTRACT MONITOR

- 4.1 The ADC Contract Monitor shall be member of the regular executive staff of the institution and meet with the Complex 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.