

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER A-05	PAGE NUMBER 1 of 2
	RELATED NCCHC/ACA STANDARDS: A-05 (essential) 2-CO-1A-05; 4-4017; 4-ADLF-7D-06	
CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES	SUBJECT: POLICIES AND PROCEDURES	
EFFECTIVE DATE: 11/14/2007 REVISED: 4/13/2009; 7/16/2010; 10/13/2013; 7/22/2015		
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY: Bureau of Correctional Healthcare Services (BCHS)
- II. PURPOSE: To compile written, current instructions concerning the official position of the BCHS on relevant issues (Policies) and detailed descriptions of the implementation of these positions (Site-Specific Procedures) to ensure that each facility complies with all applicable standards.
- III. APPLICABILITY: All Delaware Department of Correction (DDOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DDOC offenders.
- IV. DEFINITIONS: See glossary.
- V. SUMMARY OF CHANGES: Removes the responsibility of the Institutional Authority from approving medical procedures and adds approval authority to BCHS.
- VI. POLICY:
- A. BCHS maintains policies which articulate the Bureau's official position on a particular issue related to the Bureau's operations. Policies are created by the BCHS in consultation and coordination with the other Bureau Chiefs, the Institutional Authorities, BCHS Medical, Behavioral Health and Pharmaceutical Services Vendors, and other State of Delaware agencies as appropriate.
 - B. It is the policy of DDOC that each policy is to be reviewed annually, revised as necessary and has the date of the most recent review or revision. BCHS policies are approved by the BCHS Bureau Chief and the Department of Correction Commissioner. Dates and signatures to verify approval, review and revisions are placed at the end of each policy. If on annual review the policy continues to be current and accurate, the review date, name and signature of the reviewer shall be annotated at the end of the policy.
 - C. All current policies are maintained on the DDOC website so that all healthcare and institutional staff have ready access to the policies. BCHS policies and site-specific procedures shall not conflict with and are to be interpreted in a manner consistent with

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other DDOC policies, procedures, or standard operating procedures. BCHS Policies are maintained at Chapter 11 of the DOC Policy and Procedure Manual; <http://www.doc.delaware.gov/policymanual/policyManual11a.shtml>

- D. All previous revisions of policies and site-specific procedures are maintained in an electronic BCHS filing system for future reference as necessary.
- E. The Medical Vendor shall develop a site-specific procedure for each Level 4 and Level 5 facility implementing this policy and coordinating the procedure for signature approval by the BCHS Medical Director and Bureau Chief.
1. The Vendor medical leadership at each of the facilities shall maintain site-specific procedures which describe in detail how a policy is to be implemented at that facility. The site-specific procedure should be sufficiently detailed to allow a new employee to understand how to perform the duties of a specific area. The site-specific procedure manual shall be maintained in a place that is readily accessible to all health staff, including medical, behavioral health and dental staff.
 2. Site-specific procedure manuals shall be reviewed annually and revised as necessary. A signature page is placed in front of each manual to document review that the site-specific procedure is current and accurate. If on annual review the site-specific procedure continues to be current and accurate, the review date, name and signature of the reviewer shall be annotated at the end of each procedure. The annual review of the site-specific procedure manuals shall be signed by the Site HSA, the Site Medical Director, and the BCHS Medical Director
 3. All healthcare team members are responsible for practicing in accordance with BCHS policies and site-specific procedures and must review all applicable manuals when they begin work at DDOC institutions and when revisions are made. Upon completion of the review, each healthcare team member employed by the Medical, Behavioral Health and Pharmaceutical Services vendors shall acknowledge by their signature that they have read the manuals and agree to abide by the BCHS policies and the site-specific procedures. This acknowledgement shall be maintained by the medical services vendor in the employee's training file.

Approval:

Marc D. Richman, Ph.D. BCHS Bureau Chief	Date	Robert Coupe Commissioner	Date
	7/22/15		8/10/15

STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 11-A-05	PAGE NUMBER Review Addendum
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I have reviewed this policy and found it to be current.



BCHS Bureau Chief
Marc D. Richman, Ph.D.

7/27/16

Date