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|  <p style="text-align: center;">County of Sacramento Department of Health Services Division of Primary Health Policy and Procedure</p> | Policy Issuer (Unit/Program) | JCH |
| | Policy Number | A05-1405 |
| | Effective Date | 02-06 |
| | Revision Date | 05-19 |
| Title: Health Care Policies and Procedures Manual | | Functional Area: Governance and Administration |
| Approved By: Pamela Gandy-Rosemond, MSN RN CCHP Health Administrator | | |
| Approved By: Scarlett Ong, BSN RN Clinic Manager | | |

Policy:

A manual of written policies and defined procedures addressing health care services delivery shall be developed utilizing a collaboration of team members which includes the clinic manager, supervising registered nurses, dentist, psychiatrist, pharmacist and lead physician. Each policy and procedure will be reviewed annually and revised, as necessary by the clinic manager and/or the Juvenile Correctional Health Services Health Authority (Program Manager). A signed and dated declaration will be inserted at the beginning of the manual indicating the policies and procedures have been reviewed and approved by the Health Authority for Juvenile Correctional Health and the Division Chief of Primary Health Services. The manual shall be available to all health care staff, facility administrator and other individuals deemed appropriate to ensure effective health care service delivery at the Youth Detention Facility.

Procedures:

- A. All aspects of health care are addressed by written policy and procedure.
 - 1. Health care policies and procedures are specific for the Sacramento Youth Detention Facility.
 - 2. Governing policies from the County of Sacramento Probation Department Detention Facilities may be compiled as an addendum to Juvenile Correctional Health Services policy and procedure manual. These policies should not conflict with JCH healthcare Policies.
 - 3. Authorized dates are required on all policies and procedures, regardless of the issuing authority.
 - 4. Policies and procedures not promulgated by health services do not require a signature from the health authority.
 - 5. Each policy and procedure will include references to California Code of Regulations, Title 15, Article 8 and National Commission on Correctional Health Care, Standards for Health Services.
 - 6. The Health Authority (Program Manager) will be responsible for maintaining a current and complete manual of policies and procedures.
 - 7. All on-site JCH staff shall review the policy and procedure manual annually.
 - 8. All new employees and registry employees shall review the manual as part of their orientation process.
 - 9. Policy revisions will be distributed to on-site staff at time of revision. Use the numbering tools provided in the ribbon.

References:

NCCHC, Y-A-05
Title 15, Article 8, Section 1409

Attachments: N/A

Contact:

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