



State of Tennessee
Department of Children's Services

Administrative Policies and Procedures: 20.1

Subject:	Health Services Administration at the Youth Development Center
Authority:	TCA 37-5-105(3), 37-5-106 and 63-7-101
Standards:	PREA: 115.321, 115.335, 115.381, 115.382; ACA: 4-JCF-4C-10, 4-JCF-4C-34, 4-JCF-4C-36, 4-JCF-4C-53
Application:	All Department of Children's Services Youth Development Center Employees
Policy Statement:	
Health care for youth at the Youth Development Center depends on the appropriate, credentialed personnel performing specific duties in an appropriate setting.	
Purpose:	
DCS provides safe, quality health care to custodial youth at the Youth Development Center to improve and maintain their health needs, in compliance with regulations and accreditation standards. Health care includes medical, nursing, dental, and mental health services.	
Procedures:	
A. Roles and Responsibilities	<ol style="list-style-type: none">1. Health Authority The Department of Children's Services Executive Director of Child Health serves as the Health Authority for a Youth Development Center.2. Health Administrator The Health Administrator for the YDC is the DCS Director of Nursing, who is based in Central Office and reports directly to the Executive Director of Child Health.3. Health Services Administrative Panel The Health Administrator, the YDC Lead Nurse, and the physician caring for the youth at the YDC function together as the Health Services Administrative Panel.<ol style="list-style-type: none">a) The Health Services Administrative Panel must be jointly approved by the Health Authority and the Superintendent of the YDC.b) The Health Services Administrative Panel is responsible for coordinating and ensuring the provision of health services in a uniform and medically appropriate manner to the youth at the facility. This includes:<ul style="list-style-type: none">◆ Defining the scope of health care services;

- ◆ Developing the YDC's operational health policies and procedures; and
 - ◆ Developing mechanisms, including written agreements when necessary, to assure that the scope of services is provided and properly monitored.
- c) The Health Services Administrative Panel and the Health Authority work with contract services provider(s) to ensure that applicants for positions on the YDC Health team meet the requirements for health care personnel and the appropriate job descriptions.
- ◆ Job descriptions for contract health service personnel outline the scope of services consistent with level of education, training, and experience.
 - ◆ These job descriptions are maintained on file by the YDC Lead Nurse and the Health Administrator, either electronically or via paper, and are available upon request.

4. Physician

The YDC must have a physician who provides the direct medical care for the youth at the facility.

- a) The physician may be a Medical Doctor or Doctor of Osteopathic Medicine.
- b) The physician must have an unrestricted license to practice medicine in the state of Tennessee.
- c) The physician may be a contract physician hired by an external agency.
- d) The physician may use mid-level practitioners such as licensed Nurse Practitioners or Physician Assistants. They must practice under the clinical supervision of the physician, within the limits of the physician's scope of practice, and as allowed by applicable State and Federal laws and regulations.
- e) The duties of the physician are specified in a written agreement, contract, or job description, a copy of which is maintained in the Health Services Office.

5. YDC Lead Nurse

- a) The Lead Nurse may be a Registered Nurse or Licensed Practical Nurse.
- b) The Lead Nurse must have an unrestricted license to practice nursing in the state of Tennessee.
- c) The Lead Nurse works closely with the DCS Director of Nursing to ensure nursing protocols and procedures are appropriate.
- d) The Lead Nurse ensures that other nursing staff are following appropriate and applicable nursing protocols and procedures.
- e) The Lead Nurse obtains the full legal signature and initials of each health-care professional authorized to document in the health record on form **CS-0184, Signature Legend**. This form is maintained on file in the YDC Health Services Office.

	<p>6. Health-Care Professional</p> <p>Any nurse, physician, physician assistant, nurse practitioner, dental provider, radiology technician, or mental health clinician providing health-care services to youth at the YDC.</p> <p>7. YDC Superintendent</p> <p>The Superintendent of the YDC is appointed by the Department of Children's Services Deputy Commissioner of Juvenile Justice.</p> <p>a) The Superintendent is responsible for maintaining the Health Services Office, or "Clinic," for the delivery of health care services for youth at the facility.</p> <p>b) The Superintendent works with the physician and Lead Nurse to ensure that the Health Services Office has necessary physical space, equipment, and security for the delivery of health care services for the youth.</p> <p>8. The Health Services Administrative Panel, the Health Authority, and the Superintendent are jointly responsible for monitoring the quality of the medical care available and received by youth at the YDC.</p> <p>9. Clinical decisions are the sole province of the responsible health-care provider and are not countermanded by non-health-care personnel. The physician or Health Authority should be contacted if there is disagreement or confusion about medical decisions.</p> <p>10. Volunteers, students, or physicians in training do not provide health care in the YDC.</p> <p>11. Juveniles are prohibited from performing health-care duties in the YDC.</p>
<p>B. Credentialing</p>	<p>1. DCS conducts pre-employment credentialing and periodic credentialing on each state-employed licensed health-care professional. Credentialing is used to ensure that DCS employs and contracts with qualified licensed health care professionals.</p> <p>2. Credentialing is required for all licensed health-care professionals who are responsible for providing medical care within the YDC. All contracted health-care professionals also participate in the credentialing process through the contract services provider(s) and meet credentialing requirements.</p> <p>3. The Health Administrative Panel maintains a credentialing information file in the Health Services Office containing copies of the current licenses, certifications, Drug Enforcement Agency (DEA) certification, and any other required information. This file is updated annually. All information obtained through the credentialing process is confidential.</p>
<p>C. Scope of Practice, Reporting Responsibilities, and Clinical Judgement</p>	<p>1. All health-care personnel providing services to youth at the YDC shall:</p> <p>a) Practice within the scope of their credentials, standards of practice, applicable laws, and DCS policies and procedures;</p> <p>b) Be held to the applicable standards of professional conduct in making clinical judgments about diagnostic evaluations and treatment plans; and</p> <p>c) Report immediately to the physician, Superintendent, and, if significant,</p>

	<p>the Health Authority any medical condition or practice that imposes a danger to the health and safety of youth.</p> <p>d) Provide care that is culturally competent, trauma-informed, and respectful of each youth's privacy, dignity, and health-care beliefs. Health-care professions strive to understand and appreciate each youth as an individual and as a member of their culture/ethnic community.</p> <p>2. This applies to all nurses, physicians, physician assistants, nurse practitioners, dental providers, and mental health clinicians.</p> <p>3. Any significant, unexpected health-related incidents must be reviewed by the Health Services Administrative Panel. The Lead Nurse enters such incident into TFACTS using the Incident Reporting Module.</p>
D. Clinic Staffing and Resources	<p>1. The Health Services Administrative Panel ensures that the YDC Clinic has the appropriate staffing to meet the medical needs of the youth and facility.</p> <p>a) The Lead Nurse ensures nursing staff is sufficient for daily needs, including medication distribution, responding to unplanned medical issues, maintenance of documentation, and assisting other health-care professionals.</p> <p>b) The Health Authority ensures that a physician is present on-site at least one day per week and via telephone at all times. If no physician is available to be on-site once per week, the Health Authority works with the Health Services Administrative Panel to identify a source for temporary alternative in-person provision of medical care.</p> <p>c) The Health Services Administrative Panel ensures that dental services are available on-site at least bi-weekly for dental care.</p> <p>2. A nurse must be on site at all times when a youth is confined to the infirmary for medical reasons.</p> <p>3. Laboratory Services</p> <p>The YDC clinic has provisions for laboratory services necessary for primary medical care or routine follow-up.</p> <p>a) The clinic must have arrangements to perform basic lab tests including but not limited to the following:</p> <ul style="list-style-type: none"> ◆ Serologic test for syphilis (RPR or VDRL); ◆ Tests for certain sexually transmitted diseases, including gonorrhea and chlamydia; ◆ Complete blood count; ◆ Metabolic panel; ◆ Urinalysis; ◆ Total cholesterol or lipid panel; ◆ Thyroid function testing; ◆ Testing for infectious hepatitis;

	<ul style="list-style-type: none"> ♦ HIV testing; and ♦ Testing for COVID-19. <p>b) Laboratory specimens are properly collected, stored, and transported according to requirements of the laboratory contractor. Nursing staff maintains a log for all laboratory procedures performed both in-house and through external contracted laboratory services.</p> <p>4. Radiology Services</p> <p>a) The YDC has a formal arrangement for provision of radiology services appropriate for primary care. Written x-ray interpretation are reviewed by the physician and filed in the youth's health record.</p> <p>b) If radiology services are not available in a timely manner on-site through the external provider, the physician is contacted to determine the need for off-site radiologic evaluation.</p> <p>5. Dental Radiology</p> <p>a) All dental x-ray units used in the YDC are registered and licensed in accordance with the procedures established by the Department of Health Radiological Division. The Lead Nurse maintains a file documenting all inspections and servicing of the unit in the Health Services Office.</p> <p>b) Dental X-ray units at the YDC may only be used by a licensed dentist, dental assistant, or dental hygienist appropriately trained for its use. The dentist is responsible for the supervision and safe operation of the unit.</p>
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Forms:	<u>CS-0184 Signature Legend YDC Health Clinic</u>
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Collateral documents:	None
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Glossary:	
Term	Definition
Credentialing:	The process of review and verification of the licensing information of a health care professional.