

## MEDICAL ADMINISTRATIVE MEETING AND REPORTS

STANDARD NO(S): NYSSA # 108

DATE: March 4, 2010

REFER TO: Roger O. Ward

### I. OBJECTIVE:

To establish the Seneca County Correctional Facility's policy and procedure, for the occurrence of administrative meetings between the Health Authority and the Chief Administrative Officer, medical unit staff meetings, and the preparation of statistical reports.

### II. POLICY:

It is the policy of the Seneca County Correctional Facility to hold quarterly meetings between the Health Authority, Mental Health Coordinator and the Chief Administrative Officer, monthly staff meetings of the medical unit, and a monthly report of services rendered prepared.

### III. DETAILS:

#### **A. ADMINISTRATIVE MEETINGS -**

1. The Health Authority (HA) and the Mental Health Coordinator will meet with the Sheriff or his designee and the Chief Administrative Officer for the purpose of discussing issues that impact the delivery of health care services including Mental Health issues. This meeting will be held at least annually and such discussion will include, but is not limited to:
  - a. Health care services
  - b. Environmental inspection results
  - c. Summary of quality improvement
  - d. Infection control
  - e. Inmate grievances
  - f. And other topics may also be included as they relate to the delivery of health care.

2. The HA will ensure that minutes are taken, forwarded to attendees, and kept on file.
3. Meeting minutes will include discussion about the effectiveness of health services, any health environmental factors that may need improvement, changes that have occurred since the last meeting, and when appropriate, any recommended corrective action(s) that need to be taken.
4. Nothing shall preclude the use of conference calls to facilitate these meetings.

**B. HEALTH SERVICE STAFF MEETINGS -**

1. The HA or designee will conduct regularly scheduled medical staff meetings on at least a semi-annual basis for the purpose of communicating information on the health care delivery system.
2. At a minimum, notes will be made of when meetings are held, who attended and topics discussed.
3. Health service staff members are also encouraged to attend other facility staff meetings that may serve to enhance working relationships.

**C. MONTHLY REPORTS –**

1. Statistical information will be kept on a daily basis and made available to Public Health and/or appropriate agencies as needed.
2. The Health Authority, or designee, will provide an annual report consisting of information pertaining to the types and frequency of services provided.