

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.10.02	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 05/15/04	<b>New Effective Date:</b> 08/31/20
	<b>Supersedes:</b> 500.10.02	<b>Dated:</b> 02/04/19
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Health Services Policy and Procedure Development and Revisions		

## POLICY

The Division of Adult Institutions shall ensure that health care policies and procedures are developed, documented, and readily available to the staff.

## REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, Essential 2018– P-A-05 Policies and Procedures

Wisconsin Statutes s. 302.38 - Care of Prisoners

Wisconsin Statutes s. 302.385 - Correctional Institution Health Care

## DEFINITIONS, ACRONYMS AND FORMS

BHS – Bureau of Health Services

DAI – Division of Adult Institutions

Policy – An organization's or facility's official position on a particular issue related to its operations.

Procedure – Describes in detail how a policy needs to be carried out.

Responsible Health Authority (RHA) – The individual delegated with the responsibility for the facility's health care services, including arrangements for all levels of health care and the ensuring of quality and accessibility of all health services provided to patients.

Responsible Advanced Care Provider (ACP) – An individual provider who supervises medical, clinical judgments regarding the care provided to patients at a specific facility.

Systems Responsible Health Authority – The individual accountable and responsible for arranging all levels of health care and assuring quality, accessible and timely health services for patients.

## PROCEDURES

### I. General Guidelines

A. The BHS Director of Healthcare Administration shall ensure the development of system health policies and procedures address each applicable standard in the Standards for Health Services in Prisons.

B. Each healthcare systems policy and procedure:

<b>DAI Policy #:</b> 500.10.02	<b>New Effective Date:</b> 08/31/20	<b>Page</b> 2 of 3
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Health Services Policy and Procedure Development and Revisions		

1. Is reviewed at least annually.
  2. Is revised as necessary under the direction of the BHS Director of Healthcare Administration.
  3. Policies shall contain the date of the most recent review or revision.
  4. Be reviewed and approved by the BHS Director of Healthcare Administration, BHS Medical Director, BHS Nursing Director, BHS Dental Director and BHS Mental Health Director as appropriate, and DAI Administrator.
- C. The policies and procedures are to be used as a guide by all health professionals and shall serve as a valuable tool in the orientation of new employees.
- D. Facility RHAs shall ensure the system health policies are implemented, site specific, and site specific procedures are developed.
- E. Health staff review policies and procedures any time they are revised or new policies are introduced. Health Services policy and procedures shall be available and accessible to health staff.
- F. When custody/security, food services, industries, or corporate policies are identified to be in conflict with health care policies, there shall be mutual agreement between health and custody staff to resolve the conflict, while adhering to the maintenance, health and safety of the patient population.
- G. All submitted draft policies and procedures shall be in a format approved by the Bureau of Health Services.

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Michael Rivers, Director of Healthcare Administration

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Paul Bekx, MD, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b>		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 500.10.02	<b>Page</b> 3 of 3
<b>New Effective Date:</b>	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Health Services Policy and Procedure Development and Revisions		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other