

 <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	A04-1403
	Effective Date	03-14
	Revision Date	05-19
Title: Administrative Meetings and Reports		Functional Area: Governance and Administration
Approved By: Pamela Gandy-Rosemond, MSN RN CCHP Health Administrator		
Approved By: Scarlett Ong, BSN RN Clinic Manager		

Policy:

Administrative Quality Improvement Committee (QIC) meetings will be held quarterly to facilitate the health care delivery system through joint monitoring, planning and problem resolution. Program Planning meetings are held bi-weekly to discuss plan and problem solve issues relating to the running of the facility. The Special needs Meeting is held weekly to discuss difficult or youths with special needs, if needed a Care Plan is developed to assist in the safe and appropriate handling of these youths. Clinic staff meetings will be held monthly on the 2nd Wednesday of the month. These meetings are used to disseminate new information, provide a forum for staff to discuss clinic operational issues and problem resolution.

Procedures:

- A. Administrative Meetings: Will be scheduled quarterly the 3rd Tuesday of January, April, July and October. Minutes of the meeting will be retained for reference. The participants shall include the Lead Physician, Program Manager, Clinic Manager, Supervising Registered Nurse, Pharmacist, Psychiatrist, Dental and others deemed appropriate.
1. Review administrative issues related to health care service delivery.
 2. Monitor trends in the delivery of health care.
 3. Review annual summary of health care services performed at the Correctional Health Services-Juvenile Detention facility. Number and types of statistics to be documented include, but is not limited to the following:
 - a) Number of youths receiving health care services by category of care
 - b) Referrals to specialists
 - c) Pharmacy services
 - d) Diagnostic services (Laboratory, X-Ray, ECG, etc.)
 - e) Dental services
 - f) Specialty clinic services
 - g) Emergency Department visits and hospitalizations
 - h) Restraint related injuries
 - i) Infectious disease monitoring (Hepatitis, HIV, STI and TB)

B. Clinic Staff Meetings:

1. These meetings are scheduled by the Clinic Manager, monthly. They are held on the 2nd Wednesday of the month. There may be special meetings added, if needed for smooth operation of the clinic.
 - a. All staff members are responsible for the information disseminated at these meetings.
 - b. For those staff unable to attend, the minutes of the meeting will be posted on the W drive (W:\Primary-Health\JMS\JMS-EMPLOYEE\STAFF).
 - c. Meeting notes will be posted within 72 hours after the conclusion of the meeting.

C. Inter-disciplinary:

1. Program Planning Meeting: This meeting which Probation facilitates occurs bi-monthly on the 1st and 3rd Wednesday.
 - a. Attendance at the meeting includes Program Manager, Clinic Manager and Lead Physician, others as deemed necessary, may also be invited.
 - b. Any pertinent information that the Clinic Staff needs to know will be disseminated at the monthly staff meeting.
2. Special Needs Meeting: This meeting is held weekly on Tuesday afternoon. It is held in the Mental Health Suite.
 - a. Clinic participation includes a Physician, Psychiatrist and a Supervising Registered Nurse (SRN). It also includes representatives from Probation Administration, Probation custody staff, Mental Health staff, School and the Youth Advocate. Others may attend, as needed depending on the youths being discussed.
 - b. Any case plans developed by this group will be sent to each discipline.
 - c. The Clinic copy is to be placed in the Special Needs binder located at the nurse station. It remains in the binder, as long as the youth remains on the Special Needs list. When no longer applicable it will be removed by the SRN or Physician.

References:

Title 15, Article 8, Section 1403,
NCCHC, Y-A-04

Attachments:

N/A

Contact:

Scarlett Ong, Director of Nursing