

CHAPTER: 100

Agency Administration/Management

DEPARTMENT ORDER:

**117 – Healthcare Services – Authority and
Communication**

**OFFICE OF PRIMARY
RESPONSIBILITY:**

HS

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ACCESS

Contains Restricted Section(s)

**Arizona
Department
of
Corrections
Rehabilitation
and Reentry**



Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell", is written over a horizontal line.

Ryan Thornell, Director

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PURPOSE

This Department Order establishes the Contract Healthcare Provider (CHP) as the overall authority for providing healthcare services to inmates, as delegated by the Director. This Department Order further provides for regular communications and meetings between the CHP Facility Health Administrator and the Warden.

PROCEDURES

1.0 HEALTHCARE SERVICES AUTHORITY

- 1.1 Each institutional Health Unit shall be managed by the CHP Facility Health Administrator who shall be responsible for:
 - 1.1.1 The administrative oversight of inmate healthcare, which shall include diagnosis; care and treatment; preventative healthcare, and education in the areas of physical, mental, dental, environmental health, clinical dietetics and nutrition.
 - 1.1.2 Coordinating with institutional management.
- 1.2 If an institution does not normally have an on-site CHP Facility Health Administrator, the appropriate CHP Facility Health Administrator shall designate a senior healthcare staff member to serve as the person responsible for supervisory issues. The staff member shall report to, and be supervised by, the responsible CHP Facility Health Administrator.

2.0 HEALTHCARE SERVICES/INSTITUTIONAL COMMUNICATION

- 2.1 The CHP Facility Health Administrator or designee shall:
 - 2.1.1 Be a member of the regular executive staff of the institution and meet with the Complex Warden and other members of the institution executive staff at regularly scheduled intervals as outlined in Department Order #112, Department Meetings.
 - 2.1.2 Meet each business day as deemed necessary or whenever requested by the Warden or designee to discuss all matters relevant to providing healthcare to the assigned facility, to include security needs and transportation schedules.
 - 2.1.3 Immediately report to the Warden or designee any patient concern that poses a significant danger to the health and/or safety of staff or inmates.
- 2.2 The Warden shall be provided copies upon request of all routine statistical reports compiled by the Health Unit.

3.0 MEDICAL ADVISORY COMMITTEE MEETING

- 3.1 The CHP Facility Health Administrator or designee shall:
 - 3.1.1 Conduct a monthly Medical Advisory Committee (MAC) Meeting with the Warden, Deputy Warden and the Arizona Department of Corrections, Rehabilitation and Reentry (ADCRR) Contract Monitor to review statistical information, problems with healthcare delivery, and recommended corrective action plans.
 - 3.1.2 Create the minutes of all MAC Meetings and provide copies to all attendees and the Assistant Director for Healthcare Services.

- 3.1.2.1 The minutes shall be retained by the CHP Facility Health Administrator, and shall be made available to any Department employee for review upon request.

4.0 ARIZONA DEPARTMENT OF CORRECTIONS, REHABILITATION AND REENTRY (ADCRR) CONTRACT MONITOR

- 4.1 The ADCRR Contract Monitor shall be member of the regular executive staff of the institution and meet with the Complex Warden and other members of the institution executive staff at regularly scheduled intervals as outlined in Department Order #112, Department Meetings.

IMPLEMENTATION

The Assistant Director for Healthcare Services shall ensure Technical Manual(s) are updated and maintained in compliance with the National Commission on Correctional Health Care (NCCHC) standards and address medical administrative and management issues unique to Healthcare Services.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- ADCRR Contract Monitor
- Contract Healthcare Provider (CHP) Facility Health Administrator
- Medical Advisory Committee (MAC)