



Juvenile Justice Services (JJS) Policies and Procedures (P&P)

Title JJS Facilities – Medical and Behavioral Health Operations

Category Facility Medical and Behavior Health Services

Procedure # P.04.09

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1 Overview Statement

- 1.1 The Health Services Administrator (HSA) and the JJS Deputy Director of BH for Facilities work together with JJS leadership and facility Superintendents to ensure that each facility has adequate space, equipment, supplies, and materials for medical, dental, and behavioral health operations.
- 1.2 Pharmacy operations are sufficient to meet the needs of clients and are conducted in accordance with legal and licensure requirements.
- 1.3 On-site diagnostic services are registered, accredited, and oblige applicable state and federal laws.
- 1.4 Arrangements are made to provide off-site emergency and specialty care to clients in need of such services.

2 Purpose

This procedure establishes the requirements for medical and behavioral health operations in JJS secure facilities.

3 Designated Spaces

- 3.1 Secure facilities have a designated medical unit. Examination and treatment areas are in the medical unit. The designated area accommodates the necessary equipment, supplies, and fixtures and allows for private treatment and examination.
- 3.2 When laboratory, radiological, or other ancillary services are provided on site, the designated area is adequate to hold equipment and records.
- 3.3 The medical unit waiting area has seats and access to drinking water and toilets.
- 3.4 The facility provides medical services with adequate office space for the nursing station, administrative files, secure storage for medical records, and writing desks.
- 3.5 The facility provides BH services with space for private interviews, individual assessments, and group treatment sessions, and adequate office space for administrative files, secure storage for BH records, and writing desks.

4 Equipment/Resources

- 4.1 At a minimum, the following medical equipment is available:
 - private examination room with a door,
 - examination tables,
 - light capable of providing direct lighting,
 - trash container for biohazardous materials,
 - mounted sharps container,
 - thermometer,
 - sphygmomanometer,
 - stethoscope,
 - ophthalmoscope,
 - otoscope,
 - percussion hammer,
 - scale,
 - oxygen,
 - autoclave,
 - equipment for gynecological examinations,
 - sink with hot and cold running water and wrist blade handles,
 - wheelchair, and
 - refrigerator for the lab and pharmaceuticals.
- 4.2 Pharmaceuticals, medical supplies, and mobile emergency equipment are available and checked at each shift change.
- 4.3 Inventories are maintained on sharps and tools.
- 4.4 Current reference books, including pharmaceutical and medical textbooks, and relevant BH diagnostic/testing materials are available on site.

5 Pharmacy

- 5.1 Facility pharmacy operations are sufficient to meet the needs of the facility and are in accordance with legal, pharmacy licensure board, and DEA requirements.
- 5.2 The facility complies with all applicable state and federal laws and regulations regarding procuring, prescribing, dispensing, and administering pharmaceuticals.
- 5.3 The facility maintains manuals for procuring, dispensing, accounting, storing, and disposing of pharmaceuticals.
- 5.4 The facility maintains a formulary for providers; however, there are provisions to go “off formulary” when clinically indicated. The formulary is reviewed annually.
- 5.5 The facility maintains a medication administration record (MAR).
- 5.6 Medications are kept under the control of appropriately licensed employees. No medications are stored on the units.
- 5.7 The facility maintains maximum-security storage and control of and accountability for DEA-controlled substances.
- 5.8 The facility has a process for notifying providers of the impending expiration of a drug order so that the provider can determine whether the drug administration will be maintained or altered.
- 5.9 A consulting pharmacist conducts documented inspections at the facility, no less than every 2 months. Additionally, during the workweek, they are available for as-needed clinical consultation.
- 5.10 An adequate and proper supply of antidotes and other emergency medications and related information are readily available to employees from appropriately licensed employees.
- 5.11 Neither non-nursing employee nor clients prepare, dispense, carry, or administer medication.

6 Diagnostic Services

- 6.1 On-site diagnostic services are registered, accredited, or otherwise meet applicable state and federal laws and regulations.
- 6.2 The facility maintains manuals for each service, including protocols for the calibration of testing devices to assure accuracy.
- 6.3 The facility has Clinical Laboratory Improvement Amendment (CLIA) tests available on site.

7 Off-Site Emergency and Specialty Care

- 7.1 Arrangements/agreements are made to provide off-site emergency and specialty care services with off-site facilities and providers.
- 7.2 The arrangements/agreements include the terms of the care to be provided; and require that the JJS medical employees are provided with a summary of the treatment given and any follow-up instructions.

7.3 Off-site facilities and specialty services used regularly for medical, dental, vision, and behavioral health care have appropriate licenses and certifications as required by applicable state and federal laws and regulations.

8 Consequences of Noncompliance

An employee who fails to follow this Policy and Procedure may be subject to disciplinary action in accordance with the CYFD Code of Conduct, New Mexico Administrative Code (NMAC), and other relevant statutes, regulations, rules, policies, and procedures.

9 Additional Forms and Documents

NA

10 Effective Date

March 1, 2023

11 Replaced Procedure

P.4.9 Medical and Behavioral Health Operations, issued 11/30/2008

12 Applicable Rule

NMAC 8.14.4 Facility Medical and Behavioral Health Services

13 Authorizing Signature

DocuSigned by:

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2/22/2023

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