

Self-Assessment for identifying potential challenges in your organization

Review Policy and Procedures

- Does the correctional administrator and the responsible health authority and other members of your health care team meet quarterly?
- Are minutes of these meetings documented, retained, and shared with all appropriate personnel?
- Are statistical reports of health services shared with correctional administrator?
- Does your health care provider monitor trends in the delivery of health care?

Talk with the Health Care Team

- Make sure your health care team is part of your administrative meetings
- Make sure these meetings are occurring monthly
- Make sure your health care team is meeting with their staff at least monthly
- Ask your staff if they are monitoring trends in the delivery of health care.

Key Takeaways

- A correctional administrator is a person who oversees the daily operations of your county jail.
- As it relates to NCCHC Standards for Health Services in Jails, the correctional administrator is responsible for:
 - Managing the principles and practices of correction
 - Facilities planning and management
 - Safety and security
 - Social and health services
 - Staff and incarcerated management
 - Budgeting

Communication

- Communication among facility staff members (health care and correctional administrative) is necessary to promote a healthy working environment and to facilitate health care delivery.
- Topics of discussion may include health care services, such as:
 - Quality improvement findings
 - Infection control efforts
 - Inmate grievances
 - Dental care
 - Mental health care
 - Environmental inspection reports

- When staff members are unable to attend health staff meetings, it is good practice for the responsible health authority to obtain written confirmation that the vital information presented has been reviewed.
- Monthly statistical reports should include service volume and incidence of certain illnesses, diseases, and injuries.
- These reports may also be used for planning of staffing, space, and equipment needs.
- Examples of areas appropriate for monitoring include the following:
 - Service volume (number if the incarcerated receiving health services
 - Referrals to specialists
 - Deaths
 - Incidence of certain illnesses
 - Infectious disease monitoring
 - Emergency services and hospital admission provided
 - Access, timeliness of health services and follow-up
 - Missed appointments
 - Grievance statistics
- Health staff are encouraged to attend other facility staff meetings to promote good working relationships.

Share your thoughts with health care leaders.