



**FLORIDA DEPARTMENT OF JUVENILE JUSTICE  
DETENTION SERVICES  
FACILITY MEDICAL POLICIES**

<b>Superintendent</b>  _____ Signature <b>Designated Health Authority</b>  _____ Signature	<b>Effective Date:</b> November 1, 2016	<b>Revised Date:</b> July 5, 2018		<b>Procedure Number:</b> <b>8004</b> <b>Medical Services</b>
<b>Subject:</b> FACILITY OPERATING PROCEDURES			<b>Reference:</b> 63M-2.0034 Quality Improvement Standard 4.03	
<b>Purpose:</b>	The purpose of this policy is to ensure guidelines are established for the development and implementation of the clinical protocols and procedures used in the facility in accordance with the Health Services Rule.			

**PROCEDURE:**

- A. The DHA and the Psychiatrist must sign and date all of their respective written protocols. This process must be followed each time a new policy, procedure or protocol is developed and/or an existing one is changed at a time other than the annual review. Nursing staff must review, sign and date a cover page on which all FOPs, treatment protocols, and other procedures are listed. New policies or changes in policies that are made during the year must be reviewed, signed and dated by each nurse on the individual policy.
- B. At a minimum, an annual review of all procedures and protocols is required. It is demonstrated by the signature and dates of the DHA, facility superintendent and other representatives from relevant disciplines. Individuals from these disciplines may sign and date a cover page that lists all of the facility operating procedures (FOPs), signifying that they have read the FOPs and any new health-related DJJ policies.
- C. All newly employed health care personnel must receive a comprehensive clinical orientation to DJJ health care policies and procedures, given by a Registered Nurse or designated health care professional. This orientation must be provided during a time frame when clinical duties are not required. Preferably, the new health care employee should observe, review policies and then conduct duties after this review. Contracted health care staff will be oriented in the same manner by a representative from the parent company who is a licensed clinical professional and versed (with proficiency) in Departmental health care policies and procedures.
- D. Approval of clinical protocols or standing procedures (for example, a list of approved over-the-counter medications or procedures to follow for commonly encountered minor medical problems) must be written and authorized by the Designated Health Authority and may not be delegated to any other person. All prescription strength items shall be ordered per patient and may not be provided in protocol format. If an Advanced Registered Nurse Practitioner (ARNP) is providing primary care and the DHA requests that the ARNP draft a list of treatment procedures, this is acceptable when in accordance with all applicable state and federal laws and rules, as long as this is clearly understood to be a collaboration between the DHA, ARNP and the treatment protocols are within the scope and practice.

- E. The review and development of facility operating procedures, or other protocols related to psychiatric services and psychotropic medication management may only be performed by the facility's Psychiatrist or Psychiatric ARNP, duly licensed/certified in the State of Florida, either of whom must be the prescribing practitioner for psychotropic medications at RJDC.