

SUBJECT: PURPOSE OF HEALTH SERVICES BULLETINS

EFFECTIVE DATE: **04/01/2022**

I. PURPOSE AND EFFECT:

The Health Services Director is responsible for developing a comprehensive health care delivery system and promulgating all department health care standards. Such health care standards include but are not limited to: rules relating to the management structure of the health care system and the provision of health care services to inmates, health care policies, health care plans, quality management systems and procedures, health service bulletins, and treatment protocols. The health services bulletins (HSBs) establish guidelines for the provision of inmate health care.

These standards and responsibilities apply to both Department staff and Comprehensive Health Care Contractor (CHCC) staff.

II. DEFINITIONS:

- A. Responsible Authority (RA) – is a discipline director who has been designated/assigned by the Health Services Director with the responsibility of creating, reviewing, and revising HSBs, policies, and procedures that are specific to the RA’s discipline area.
- B. Discipline Director Titles:
 - 1. Clinical Advisor
 - 2. Chief of Health Services Administration
 - 3. Chief of Medical Services
 - 4. Chief of Nursing Services
 - 5. Chief of Mental Health Services
 - 6. Chief of Dental Services
 - 7. Chief of Pharmaceutical Services
- C. Policy and Procedure Coordinator – is responsible for providing current workable copies of HSBs, policies and procedures to the RA, and for circulation and tracking within the Office of Health Services and other entities within and outside the Department in accordance with Section [945.6034](#), Florida Statutes.
- D. Comprehensive Health Care Contractor (CHCC) - private health care vendor designated by the Department of Corrections (FDC) or Department of Management Services (DMS) who will provide medical, dental, and mental health services at designated institutions within a particular region.
- E. Annual Review – refers to the process for RAs to review each HSB under their authority annually, in accordance with the schedule maintained by the Policy and Procedure Coordinator.

SUBJECT: PURPOSE OF HEALTH SERVICES BULLETINS

EFFECTIVE: 04/01/2022

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- F. Pen and Ink Change – refers to the process used to make minor revisions to an HSB between annual review periods. This may be due to a change in the accepted standard of care, or where additional clarification may be needed in one or more sections of an HSB. Pen and Ink Changes are not intended to be used to replace the Annual Review or bypass the HSB revision process.

III. ADHERENCE TO DEPARTMENT OF CORRECTIONS RULES/ PROCEDURES/HEALTH SERVICES BULLETINS:

- A. Health services bulletins (HSBs) do not take the place of or override Department of Corrections (FDC) rules or procedures, which are defined in [Procedure 101.001](#), sections 7 (c) and 7(d). HSBs provide additional guidance for health services staff. Rules, procedures, HSBs and, most importantly, sound clinical judgment will guide health services provided within each institution.

IV. EXCEPTIONS:

There may be times when it is clinically appropriate to deviate from an HSB or procedure. In such instances, the provider shall document the justification in the medical record. Guidance in these situations may be sought through the chain of command.

V. ACTION:

- A. HSBs may be created or revised by each responsible authority (RA). The RA may be any member of the OHS Management Team.
1. Requests for the development of a new form or revision to or deletion of any existing Office of Health Services form referenced in the HSB will be reviewed and processed at the same time as the HSB in accordance with [Procedure 101.001](#).
 2. All HSBs must be reviewed by each RA annually.
 3. Pen and Ink changes may be proposed by a RA between Annual Review periods.
- B. HSB Review Process
1. Regular Review Process (for new HSBs, Annual Reviews or major HSB revisions)
 - a. Annual Review Process – Approximately one hundred (100) calendar days prior to the Annual Review date, the Policy and Procedure Coordinator will notify the RA that one or more HSBs are due for Annual Review.
 - b. The RA will return the HSB(s) with any proposed revisions within thirty (30) calendar days. Any exceptions to this time frame must be approved by the Health Services Director or his/her designee.

SUBJECT: PURPOSE OF HEALTH SERVICES BULLETINS

EFFECTIVE: 04/01/2022

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- c. The Policy and Procedure Coordinator will initiate a review by the discipline directors listed in Section II.B. The reviews will be conducted successively. Each RA must complete their review within five (5) business days, unless additional time is granted by the Health Services Director or his/her designee.
 - d. Once the review by the discipline directors is completed, the Department will provide the CHCC(s) and the Department of Management Services (DMS) an opportunity to review and provide comments on any new HSB or proposed HSB revisions. This review must be completed within five (5) business days.
 - e. Prior to the promulgation of the new HSB or HSB revisions, the Office of Health Services will afford the Correctional Medical Authority (CMA) and the Office of General Counsel (OGC) an opportunity to review the proposed recommendations. See Section [945.6034](#), Florida Statutes. The CMA review will be completed within seven (7) business days, unless additional time is granted by the Health Services Director or his/her designee. The OGC review will be completed within ten (10) business days, unless additional time is granted by the Health Services Director or his/her designee. Note: If the new or revised HSB is the result of litigation and the OGC determines review by other parties is required, the time needed for this extra review will be afforded.
 - f. Once the review by the CMA and OGC are completed, the Policy and Procedure Coordinator will send the new or revised HSB and comments received from all reviewers to the RA for final review. The RA will have five (5) business days to complete this final review.
 - g. The Health Services Director or his/her designee will approve the new or revised HSB or request additional information within five (5) business days.
 - h. For proposed new HSBs or major HSB revisions between Annual Review dates, the RA will send a copy of the draft document to the Policy and Procedure Coordinator to initiate the review process outlined in V.B.1.(c-f).
2. Expedited Review Process (for Pen and Ink Changes)
 - a. The RA will submit the proposed Pen and Ink change to the Policy and Procedure Coordinator and the Health Service Director.
 - b. The Policy and Procedure Coordinator will determine what other health services disciplines may be affected by the proposed Pen and Ink change and will circulate the revised document to the affected RAs, the Clinical Advisor and the Chief of Health Services Administration, for a concurrent review. Each RA will have five (5) business days to provide comments to the Policy and Procedure Coordinator.

SUBJECT: PURPOSE OF HEALTH SERVICES BULLETINS

EFFECTIVE: 04/01/2022

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- c. After the RA reviews are completed, the Policy and Procedure Coordinator will provide the CHCC(s) and DMS an opportunity to review the proposed Pen and Ink change. The CHCC(s) and DMS will have three (3) business days to provide comments.
 - d. Prior to the promulgation of the Pen and Ink change, the Office of Health Services will afford the Correctional Medical Authority and the Office of General Counsel an opportunity to review the proposed Pen and Ink change and provide recommendations. See Section [945.6034](#), Florida Statutes. This review must be completed within five (5) business days.
 - e. The Policy and Procedure Coordinator will send the proposed Pen and Ink change and comments received from all reviewers to the Health Services Director for review. The Health Services Director or his/her designee will approve the Pen and Ink change or request additional information within three (3) business days.
- C. All new HSBs, HSB revisions and Pen and Ink changes must be signed by the Health Services Director or his/her designee to be considered official OHS policy.
- D. Even if there are no revisions made to an HSB during Annual Review, the document will be signed by the Health Services Director and posted with an updated effective date.
- E. When a Pen and Ink change is approved by the Health Services Director, it will be posted as the official version of the HSB on the Department's intranet until the next Annual Review. During the next Annual Review, the Pen and Ink change must be incorporated into the HSB to remain in effect.

VI. DISTRIBUTION AND MAINTENANCE:

- A. All HSBs, including those with Pen and Ink changes, will be available on the Department's intranet.
- B. The Office of Health Services will be responsible for providing a copy (including all subsequent updates) of Department bulletins and relevant forms relating to inmate health care to the CHCC for those institutions where the health care of inmates is privatized, as well as to the Department of Management Services (DMS) for distribution to the institutions operated by private vendors within the state of Florida.
- C. HSBs should be distributed annually or more frequently as determined by clinical or regulatory requirements.

VII. RELEVANT POLICIES & PROCEDURES

SUBJECT: PURPOSE OF HEALTH SERVICES BULLETINS

EFFECTIVE: 04/01/2022

- A. Procedure 101.001, Procedure and Form Development Process
- B. Florida Statute 945.6034

VIII. REVIEW OF HEALTH SERVICES BULLETINS:

The Health Services Director is responsible for the final review and revision of all health services bulletins.



Health Services Director



Date

This Health Services Bulletin Supersedes:

HCS 25.06.01 dated 10/1/89
HSB 15.01.01 dated 12/5/88, 8/3/90, 4/15/91,
8/20/93, 4/9/97, 5/3/02, 6/03/04, 06/12/07, 6/14/10,
04/26/11, 07/01/15, 7/14/17, 6/1/2018, 03/23/2020,
AND 5/21/2021

This Health Services Bulletin Reviewed without revisions:

03/23/2020