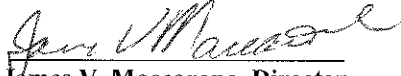


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
OAKLEY YOUTH DEVELOPMENT CENTER**

Subject: Medical Department Shift Report		Policy Number: 10
Number of Pages: 2		Section: XI
Attachments Medical Department Shift Report Form XI.10.A	Related Standards & References ACA Juvenile Health Care Performance Based Standards 2009: 4-JCF-4C-49	
Effective Date: 06/09/06 Revised Date: 03/01/07, 04/22/08, 05/01/11,08/15/13, 11/01/13 Review Date: 11/1/14, 11/12/15	Approved:  James V. Maccarone, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that regarding health records and confidentiality, standard procedural guidelines shall established to provide for the information sharing between Nurses on youth who were assessed during each shift and/or youth who require follow-up care to maintain the provision of continuity of care and general clinic communications. (4-JCF-4C-49)

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

None

III. PROCEDURE

A. Every day Nurses shall complete the Medical Department Shift Report Form XI.10.A. The form shall be located at the nursing station.

1. Nurses shall document on the Medical Department Shift Report Form XI.10.A the following:
 - Youth seen during unscheduled visits
 - All Emergency transports
 - Youth requiring follow-up evaluation or care
 - Other pertinent nursing shift communications
2. The Medical Department Shift Report Form XI.10.A shall be reviewed and signed by all on-coming Nurses.

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- B. The Director of Medical Services shall review all Medical Department Shift Report Forms XI.10.A and maintain the original copy in the Medical Department files. The current Medical Department Shift Report Forms shall be maintained at the nursing station.

- C. The Director of Medical Services shall revise this policy as necessary.