


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

<b>Subject:</b> <b>Medical Facility, Equipment and Environmental Monitoring</b>		<b>Policy Number: 4</b>
<b>Number of Pages: 4</b>		<b>Section: XI</b>
<b>Attachments</b> Dental X-Ray Log Form XI.4.A Autoclave Log Form XI.4.B Medical Equipment Check List Form XI.4.C.1 Medical Equipment Check List, Blank Form XI.4.C.2		<b>Related Standards &amp; References</b> ACA Juvenile Healthcare Performance Based Standards 2009: 4-JCF-4C-49, 4-JCF-4C60, 4-JCF-4C-62
<b>Effective Date:</b> 06/09/06 <b>Revision Date:</b> 03/01/07, 04/22/08, 06/26/09, 05/01/11, 11/01/13 <b>Review Date:</b> 11/1/14, 11/12/15		<b>Approved:</b>  James V. Maccarone, Director

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that the facility maintains a designated clinic with a private examination area so that health care encounters, including medical, dental and mental health interviews, examinations, and procedures can be conducted, respecting the youth's privacy. (4JCF-4C-49)

Equipment, supplies, and materials shall be provided and maintained as determined by the Director of Medical Services, in consultation with the Physician/Dentist, for the performance of health care services. (4-JCF-4C-60) Medical equipment monitoring, by health care personnel, shall be completed at least monthly.

**II. DEFINITIONS**

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

Health Care Personnel – an individual, whose primary duty is to provide health, dental or mental health services to youth in keeping with their respective levels of education, training, and experience. The individual is licensed in the State of Mississippi without restriction to practice nursing, medicine, dentistry, or psychiatry.

**III. PROCEDURE**

- A. The facility shall maintain a medical clinic with an examination room to allow for the private examination of youth. (4-JCF-4C-49) The level of clinical care shall be commensurate with the youth's health care needs, and the capabilities of the assigned health care personnel.

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B. To facilitate appropriate service provision, the medical clinic shall, at a minimum, maintain the following health care manuals and reference materials as determined by the Director of Medical Services in conjunction with contract Physician:

- Medical policy and procedures manual
- Copy of all currently used medical forms
- Adolescent Medicine Textbook
- Textbook on Nursing Procedures
- Medical Dictionary
- Physicians Desk Reference
- Nursing Drug Handbook
- Control of Communicable Disease Manual

C. The basic medical/dental equipment list at the facility shall include, but not be limited to, the following as determined by the Director of Medical Services in conjunction with the Physician/Dentist: (4-JCF-4C-60)

Medical Clinic:

- Thermometer
- Blood pressure cuff
- Stethoscope
- Otoscope
- Ophthalmoscope
- Glucometer
- Scale
- Examination table
- Exam light
- Oxygen Equipment
- Suction machine
- Doppler
- Autoclave
- Refrigerators, with freezers, (one for medications and one for Specimens)
- Transportation equipment, (i.e. wheelchair)
- Eye Wash Station
- Pulse Oximeter
- Reflex Hammer
- Nebulizer
- Peak Flow Meter
- First Aid kits, Spill Kits and AED (Automated External Defibrillator) shall be available in designated areas within the facility as determined by the Director of Medical Services and the Facility Administrator. The Director of Medical Services shall approve the contents, number, location and procedures for monthly inspection of the kits and procedures for use by non-medical staff. (4-JCF-4C-59) Refer to policy XI.5, First Aid Kits/Spill Kits and AED.

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Dental Equipment:

- Dental chair
- Air/water unit
- Overhead light
- High/low speed hand pieces
- High/low speed suction
- X-ray unit
- X-ray view box
- X-ray developer
- Cavitron
- Rotary Endo machine
- Ultrasonic scaler
- Auto clave
- Air compressor
- Vacuum machine
- Curing light
- Amalgamator
- Lead apron
- Doctor's chair
- Assistant's chair

D. Clinic medical and dental supplies shall be maintained to provide for the health care needs of the youth and are securely stored, controlled and perpetually inventoried. Refer to policy XI.7 Medical Supplies Inventory Management. (4-JCF-4C-61)

E. Radiation (Dental X-Ray Machine) monitoring: Dental x-ray units shall be in compliance with the Mississippi Department of Radiological Health protection rules and Mississippi Board of Dental Examiners.

The following procedures shall apply:

- Only a licensed dentist or other licensed practitioner may order dental x-rays.
- Only a licensed dentist, dental hygienist or certified dental assistant may operate dental x-ray equipment
- The facility contractual dentist/s shall describe any restriction in the operating technique of radiology equipment that shall be required within the clinic.
- Health care professionals who handle dental x-ray equipment shall comply with any and all rules and regulations set forth by the Mississippi Department of Radiological Health and the Board of Dental Examiners.
- The average weekly workload of each X-ray tube and the Panoramic X-ray machine (number of dental x-rays taken on each youth) shall be documented on the X-ray Log form XI.4.A, or Dental Visit Log form XI.19.B. This log shall be maintained in the Dental clinic area.

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- F. Infectious waste monitoring: the State of Mississippi has specific regulations regarding the disposal of biohazardous infectious waste. Biohazardous waste transporters must be registered. When untreated waste is being transported to a licensed facility the transporting company is responsible for establishing “shipping papers”. The clinic shall maintain a copy of the shipping papers. (4-JCF-4C-62)
- G. Medical equipment monitoring, by health care personnel, is completed at least monthly and as needed to ensure optimal working order. Equipment that is in need of repair or replacement shall be immediately reported to the Director of Medical Services/designee.
1. Designated health care personnel shall complete the Medical Equipment Check Sheet form XI.6.C and C.1 at least monthly. This form shall be maintained in the medical department files.
  2. Autoclaving
    - a. In order for proper sterilization to occur the following minimum conditions shall exist: a temperature of 250 Degrees Fahrenheit at a pressure of 150 pounds for at least 15 minutes, and these conditions shall be obtained uniformly for all packages within the autoclave run.
    - b. Maintenance of all autoclaves shall be listed in the operator’s manuals. Any autoclave that appears non-operable shall not be used until repaired. It is suggested that autoclaves be covered on a preventive maintenance schedule.
    - c. The designated health care professional shall send a Bacterial Spore Biological Indicator Test Strip to a Biological Monitoring Service at least monthly or in accordance with the Mississippi Department of Health requirements. This test strip is a monitor for proper sterilization of the autoclave. A control result along with the package I.D. number shall be documented by the designated health care professional on the Autoclave Log for Bacterial Spore Biological Indicator Test Strip Results Log XI.6.B
  3. Refrigerator/Freezer temperature monitoring
    - a. Refrigerators and Freezers in the medical clinic shall be equipped with thermometers. Temperature range for the refrigerators shall be 35-45 Degrees Fahrenheit. The temperature range for the freezers shall be 0-5 Degrees Fahrenheit
    - b. The designated health care professional shall check and record the temperature twice daily on the vaccine temperature log.
- H. The Director of Medical Services shall consult with the Facility Administrator and the Director of Operations before implementing any physical plant changes or relocation of the medical clinic area.
- I. The Director of Medical Services shall revise this policy as necessary.