

# JUVENILE COURT HEALTH SERVICES

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Subject: <b>JCHS POLICY &amp; PROCEDURE DEVELOPMENT</b>		Original Issue Date: 12/31/07	Policy # <b>A-204</b>
		Supersedes: 6/2/2017	Effective Date: 2/22/2021
Departments Consulted:	Approved By: (Signature on File) Health Services Administrator  (Signature on File) Nursing Director	Approved by:  (Signature on File) Medical Director	

## PURPOSE

To delineate a systematic process Juvenile Court Health Services (JCHS) utilizes to develop, review, revise, approve, and communicate its organization-wide policies and department-specific procedures.

- Provide a mechanism by which policies and procedures:
  - Meet JCHS health care delivery and safety needs,
  - Are developed collaboratively, minimize conflicting practices and understandings, and
  - Create opportunities to determine best practice.

## POLICY

JCHS will establish and implement written policies consistent with professionally recognized standards; Federal, State, and local laws and regulations; and Los Angeles County Department of Health Services (DHS) policies.

JCHS policies and procedures will be reviewed and approved by the JCHS Executive Committee prior to implementation. JCHS policies are official only if signed by the Medical Director, Nursing Director, and Administrator.

JCHS Department-specific procedures will be reviewed by the respective department head and submitted to the JCHS Executive Committee for final review and approval.

Existing JCHS policies and procedures will be reviewed annually and as necessary for continued relevance, accuracy of information, and compliance with applicable standards, laws, and regulations.

## PROCEDURE

1. JCHS policies and procedures are applicable to all sites in which health care is provided. Any site-specific variations of health care practices will be addressed within a specific paragraph noting these differences within that particular policy or procedure.
2. JCHS policies and procedures will be available to all JCHS staff.
3. A standardized format is used for all JCHS policies and procedures.

**DISTRIBUTION: Juvenile Court Health Services Policy and Procedure Manual**

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4. Ideas for new policies or revisions to existing policies may be initiated by any JCHS employee, committee/group, department, or by leadership. The identified need and reasoning for the proposed policy should be communicated through the appropriate management channels accompanied by a written draft. For example:
- If the idea originates with an individual employee, the communication will be to that employee's immediate supervisor.
  - If from a committee/group, the communication will be to the committee chairperson.

**The department head/supervisor/committee chairperson will:**

- Review and evaluate the proposed policy for:
    - Appropriateness as a JCHS policy or procedure; and whether it is
    - Based on current regulations/standards/best practices/resources
  - Edit/re-write as necessary.
  - Forward it to the JCHS Executive Committee if it meets the criteria. If not, inform the submitting employee/committee.
5. Each policy and procedure shall be reviewed at least annually and revised as necessary under the direction of the JCHS Medical Director. When changes are made to individual policies outside of the annual review timeframe, the JCHS Executive Committee will update the Policy and Procedure Manual Signature Page.
6. The manual itself bears the date of the most recent review or revision and is signed by the JCHS Medical Director, JCHS Nursing Director, and JCHS Administrator.

## Approved JCHS Policies and Procedures

Distribution of and education about approved policies and procedures is the responsibility of each JCHS department head / nurse manager of each facility complex.

Each supervisor/manager is responsible for ensuring that employees are familiar with relevant policies and procedures and that new/revised policies and procedures are reviewed and disseminated to staff. This may be accomplished through unit/departmental meetings, one-to-one discussions, and posting within the unit/department.

Each employee is responsible for being familiar with and following JCHS policies.

Employees are to be familiar with the policies and procedures contained in the DHS Policy Manual, JCHS Policy Manual, JCHS Department-Specific Procedure Manual, Infection Control Manual, Department of Probation Policy Manual, and Probation Emergency Plan.

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## Document Retention

Revised/discontinued JCHS policies will be archived and retained for as long as the applicable law is stated.

## AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1409

## REFERENCE

NCCHC Standard Y-A-05  
DHS Policy # 101, Department Policy Statements

## REVIEW DATES

January 3, 2013; June 2, 2017; February 22, 2021