

Chapter: Personnel	Effective Date: 4/15/17
Title: Responsibilities of the Superintendent	Page: 1 of 1
	Replaces: HHS.15.30, 7/15/11

(a) **Standard.**

The superintendent participates in and supervises the provision of health care services to youth in a Texas Juvenile Justice Department (TJJD) halfway house.

(b) **Procedures.**

The **superintendent:**

- (1) ensures that all staff are certified in cardiopulmonary resuscitation (CPR) and trained in first aid;
 - (2) ensures that the human services specialist (HSS) or designee coordinates youth health needs, off-campus appointments, and transportation;
 - (3) ensures that a process is in place to notify the assigned health services administrator (HSA) when a youth is admitted to the halfway house, transferred to another facility, sent to the ER, scheduled for release or discharge from the halfway house, or at any other appropriate time.;
 - (4) ensures that specific staff members are cross-trained to provide backup for the HSS during absences;
 - (5) ensures that a staff member trained in juvenile health is on duty and available to respond to youth health needs at all times;
 - (6) participates in the monthly Halfway House Health Services Administrative Committee meetings to discuss concerns, youth health, training needs, and quality-of-care indicator results;
 - (7) posts emergency procedures and telephone numbers in accordance with [HHS.40.05](#) and ensures that all staff know where these are located;
 - (8) notifies the HSA of suspected communicable diseases affecting youth;
 - (9) ensures that a health care provider receives appropriate contact information to obtain informed consent from a youth's parent/guardian when required;
 - (10) provides written consent for emergency treatment and notifies a youth's parent/guardian as soon as possible if:
 - (A) there is not enough time to contact the parent/guardian prior to treatment; or
 - (B) the parent/guardian cannot be reached.
 - (11) develops, implements, and monitors, in conjunction with the HSA, corrective action plans for deficient quality-of-care indicators and other issues related to youth health; and
 - (12) maintains confidentiality.
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