

Chapter: Personnel
Title: Superintendent Responsibilities

Effective Date: 7/15/11, T-1
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Replaces: HHS.15.30
Dated: 10/28/05

ACA Standard(s): N/A

(a) **Standard.**

The superintendent will participate in and supervise the provision of health services to the youth in the facility.

(b) **Procedures.**

Person Responsible: Superintendent

- (1) Ensure that all staff are CPR and first aid certified.
 - (2) Designate a human services specialist (HSS) to coordinate youth health needs, off-campus appointments, and transportation.
 - (3) Ensure that a process is in place to notify the assigned health services administrator (HSA) when a youth is admitted, transferred, sent to the ER, scheduled for release, etc.
 - (4) Ensure cross-training of specific staff to provide back up for the HSS during absences.
 - (5) Ensure that a juvenile-health-trained staff is on duty and available to respond to youth health needs at all times.
 - (6) Participate in the monthly Halfway House Health Services Administrative Committee meetings with the HSA, TYC regional nurse manager (as indicated), HSS, and nurse (if he/she is on duty that day) to discuss concerns, youth health, training needs, and quality indicator results.
 - (7) Post emergency procedures and numbers at all telephones and ensure that all staff know where these are located.
 - (8) Notify the HSA of suspected communicable diseases affecting youth.
 - (9) Ensure that the provider receives appropriate contact information to obtain informed consent from the parent/guardian when required.
 - (10) Provide written consent for emergency treatment and notify the parent/guardian as soon as possible if:
 - (A) there is insufficient time to contact the parent/guardian prior to treatment; or
 - (B) the parent/guardian cannot be reached.
 - (11) In conjunction with the HSA, develop, implement, and monitor corrective action plans for deficient quality indicators and other youth health related problems.
 - (12) Maintain confidentiality.
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