

Chapter: Unimpeded Access to Care	Effective Date: 4/15/17
Title: Physician Orders and Protocols	Page: 1 of 2
	Replaces: HHS.10.15, 7/15/11

(a) **Standard.**

- (1) The Texas Juvenile Justice Department (TJJD) medical director approves the "Protocols for the Care of Minor Health Conditions," which is located in [Appendix B](#) of this manual. Protocols apply to over-the-counter medications and intervention guidelines. The protocols are reviewed annually and signed by the TJJD medical director.
- (2) Instructions or orders received by an institution nurse from a University of Texas Medical Branch Correctional Managed Care (UTMB-CMC) medical, dental, or psychiatric provider regarding a youth's condition must be provided in writing to the human services specialist or designee.

(b) **Procedures.**

(1) **Protocols for the Care of Minor Health Conditions.**

The **human services specialist (HSS)** or a **juvenile correctional officer (JCO)**:

- (A) implements the appropriate protocol outlined in Appendix B of this manual in response to health concerns expressed by youth;
- (B) documents on a [Treatment and Intervention Record, HLS-505](#), the date, time, name of the protocol used, and any intervention provided;
- (C) places the HLS-505 behind the youth's picture in the Daily Health Records Binder; and
- (D) prepares a Medication Administration Record (MAR), as indicated, for the administration of two or more doses of the same protocol medication.

(2) **Orders from a Medical/Dental/Psychiatric Provider.**

- (A) The **institution nurse** notifies the HSS or designee that a UTMB-CMC provider has written a new order for an individual youth and submits an email and the MAR along with the notification.
- (B) The **HSS** or **designee**:
 - (i) contacts the nursing staff at the assigned institution to clarify provider instructions or orders, as needed;
 - (ii) places the email and/or the MAR containing the provider order and the HLS-505 in the Daily Health Records Binder in the appropriate section behind the youth's picture;
 - (iii) implements provider instructions or orders exactly as written;
 - (iv) documents on the HLS-505 all actions taken in response to the written order; and
 - (v) documents in the Scanned Medication Administration Recording Technology (SMART) system all medications administered in response to the written order.

- (C) The **institution nurse** reviews, signs, dates, and scans the HLS-505 during each halfway house visit.

Note: Prior to scanning the HLS-505, the nurse draws a diagonal line from the last note to the bottom of the page and a new HLS-505 is started. If there is no documentation on the HLS-505, it does not need to be scanned.
