

## 6.12 HEALTH ADMINISTRATION

### PURPOSE

- P1. To ensure that quality health services are delivered in a professionally caring and cost-effective manner.

### REQUIREMENTS

#### R1. Staffing

Centers shall:

- a. Ensure that health service staffing is in compliance with the staffing levels presented in Exhibit 6-5 (Center Health Services Staffing Requirements) and the minimum staff qualifications identified in Exhibit 5-3 (Minimum Staff Requirements).
- b. Employ center physicians, dentists, and mental health professionals (on both contract and conservation centers) subject to the prior approval of the Regional Office, in consultation with the regional health consultants.
- c. Ensure that a health professional cannot serve as a consultant to, or an employee of, two or more Job Corps-related entities concurrently, when one entity has review and/or oversight responsibilities over the other(s). (Entities include Job Corps centers, health support contractors, and center operators.)

#### R2. Authorizations (Consent for Treatment)

Centers shall ensure that proper authorizations are obtained prior to delivery of health services to students.

- a. The signed consent form (ETA-653) serves as authorization for basic routine health care and shall be placed in the student health record by the time a student arrives on center. Additionally, each student shall have a signed Informed Consent to Receive Mental Health and Wellness Treatment form in the student health record by the time the student arrives on center.
- b. Each time a student requires services other than those covered under the blanket consent signed on admission, written consent shall be obtained from the student or parent/legal guardian.
- c. In emergency situations, the center director may make an exception to the requirement for consent when a student who has reached the age of

maturity cannot give consent or a parent/guardian of a student under the age of maturity cannot be contacted. This shall be documented in the student's health record.

R3. Basic Health Services Provided by Job Corps Centers

- a. Center operators are responsible for providing and paying for basic health care as detailed in Exhibit 6-4 (Job Corps Basic Health Care Responsibilities).
- b. Job Corps shall not pay for any health-related costs incurred by a student while on leave or pass unless previously authorized by the center director upon recommendation of a center health professional.

R4. Major Medical Reimbursement (Refer to PRH 5.7, R6)

R5. Professional Standards of Care

All center health staff and providers shall follow accepted professional standards of care and are subject to prevailing state laws, including but not limited to:

- a. Maintaining a copy of current provider's license and DEA registration in center health facility.
- b. Documenting all prescribed medications and treatment in student health record.
- c. Documenting all laboratory procedures ordered and recording the results in student health record.
- d. Following current standards of care when providing health services and treating illnesses and injuries.

R6. Controlled Substances

Centers shall comply with all state and federal regulations regarding controlled medications and shall:

- a. Purchase, store, and administer all controlled substances in accordance with the regulation at 21 CFR Part 1300. Each center must maintain a controlled medication log and have a Drug Enforcement Administration (DEA) registration. The center can obtain its own registration or use the center physician's DEA registration number when ordering controlled substances.

- b. Limit the use of controlled medications and stock only a small supply of those medications that will be prescribed by the center physician, center dentist, or psychiatrist. Documentation must be maintained showing that controlled medications in stock were prescribed by one of these individuals.
- c. Not stock Class II medications on center except when prescribed for a specific student. In such a case, the center shall order enough medication for a month's treatment for the student.
- d. Store all Class II, Class III and Class IV medications under a double lock system in a secured area of the Health and Wellness Center. Only health and wellness staff that are authorized under their state license to dispense or administer controlled medications shall have access to the controlled medications.
- e. Ensure that two staff (one must be staff authorized under their state license to dispense or administer controlled medications) receive and sign for medications received, noting the name(s) of the medications, dosage, amount and date on a controlled medication log.
- f. Maintain a log of all Class II, Class III, and Class IV medications. When dispensing these medications by order of the health care practitioner, the date, time, medication, and dosage shall be noted on the log and the nurse dispensing the medication must sign his/her full name. The log shall be maintained in the locked area designated for controlled medications.
- g. Inventory and reconcile controlled medications at least once a week. Two authorized staff members shall note the results on the controlled medications log. Any miscounts or missing medications identified during the inventory shall be immediately reported to the Regional Office by the center director.
- h. Properly dispose of controlled medications that need to be destroyed because of expiration dates, contamination, or wastage, and document such actions on the controlled medications log. The log must be signed by two staff members (one of which must be a health and wellness staff member).

#### R7. Waiver of Medical Care

- a. If a student refuses the pelvic exam, the center may defer it until after specialized counseling. If the student continues to refuse the **pelvic exam** two weeks after such counseling, a disciplinary separation may be

necessary. The center physician may waive the pelvic examination if in his or her opinion there is sufficient justification. Such a waiver shall be clearly documented by the center physician in the student's health record and include an explanation as to why the decision was made.

- b. If a student refuses to submit to **HIV testing**, the center may defer it until after specialized counseling regarding HIV infection and AIDS. Such counseling should include the benefits of early diagnosis and the efficacy of available treatments. If 2 weeks after such counseling the student continues to refuse the HIV test, a disciplinary separation may be necessary. The center physician may waive the HIV test if in his or her opinion there is sufficient justification. Such a waiver shall be clearly documented by the center physician in the student's health record and include an explanation as to why the decision was made.
- c. The center physician may grant waivers of immunization requirements for valid **medical and/or religious reasons**. Such a waiver shall be clearly documented by the center physician in the student's health record and include an explanation as to why the decision was made.

#### R8. FECA/OWCP

- a. Students are considered Federal employees for purposes of the Office of Workers Compensation Program (OWCP). OWCP benefits do not begin to accrue until the day following a student's separation from the program.
- b. The center shall complete the appropriate OWCP form(s) whenever a student is injured, develops an occupationally related illness, or dies while in the performance of duty. The center shall immediately comply with the procedures set out in the Employment Standards Administration regulations at 20 CFR Chapter 1. The CA form portion of the SHIMS form and a copy of the ETA Form 6-61 (Notice of Student Separation) shall be filed with the Office of Worker's Compensation Program (OWCP) district office only when the injury or illness results in separation. When separation does not occur, such forms shall be maintained in the student's health record.
- c. If the student dies while in Job Corps, the center shall:
  - 1. Inform the next of kin of any possible FECA benefits if death occurred during the performance of duty. If the student did not die during the performance of duty, the government shall pay only for expenses involved in the preparation and transportation of the remains to a mortuary in the area selected by the next of kin, within the United States and its possessions.

2. Arrange for burial at a site close to the center and at a cost not to exceed the amount authorized in Section 8134(a) of the Federal Employees' Compensation Act in the event that the next of kin refuses to accept the remains.
3. Provide the National Office of Job Corps with documentation authorizing OWCP eligibility. If next of kin is eligible for benefits, further review by the national office shall determine if any additional gratuity payments, not to exceed \$10,000 in accordance with Section 651 of Public Law 104-208 (The Omnibus Consolidated Appropriations Act), shall be awarded.

#### R9. Health Care Guidelines

- a. All health care guidelines shall be approved and signed annually by the center physician, center mental health consultant, or center dentist, as appropriate.
- b. Current signed and dated health care guidelines shall be kept in the health and wellness center.
- c. Annually, each center shall submit a memorandum to the Regional Office indicating which health care guidelines have been modified. Copies of any individual health staff authorizations and health care guidelines that have changed shall be sent to the Regional Office for approval. (Refer to Exhibit 5-2, Plan and Report Submission Requirements, for reporting deadlines.)

#### R10. Student Introduction to Health Services

Centers shall provide an overview of health services to new students by a member of the health services staff during the Career Preparation Period. This shall include an explanation of procedures/tests that are performed as part of the medical and dental exam, information on HIV and other sexually transmitted diseases, safe sex practices, family planning services, TEAP services, mental health services, the importance of good health to obtain/maintain employment, and the Notice describing how medical information about students may be used, disclosed, and how students can get access to this information.

#### R11. Medical Separations

Centers shall ensure that:

- a. Medical separations are initiated by health services.

- b. Students are medically separated when they are determined to have a pre-existing or acquired health condition, which significantly interferes with or precludes further training in Job Corps, or the health problem is complicated to manage, or the necessary treatment will be unusually costly.
- c. Health and social service referrals for separated students are provided.

#### R12. Death

In the event of a student's death, the center shall follow SIR reporting requirements (see Section 5.6) and send the entire student personnel record (including sealed health record) to the National Office by signature-required mail or delivery within 10 days. The sealed health record shall include OWCP forms, written notification of death, plus the death certificate, autopsy and toxicology reports if available.

#### R13. Communicable Disease

The center shall:

- a. Report cases of disease to state and local health departments in accordance with state and local laws. (See Section 5, Management)
- b. Manage all cases of communicable disease and use protective measures as recommended by the CDC.

#### R14. Equipment and Supplies

The center shall:

- a. Provide necessary equipment and supplies for routine and emergency delivery of basic medical, dental, and mental health services. All such equipment shall comply with federal and state requirements.
- b. Purchase major dental equipment according to the updated dental equipment list published periodically by the National Office.
- c. Maintain records on the dispensing, inventory, and disposal of medical and dental supplies and pharmaceuticals.
- d. Purchase from government supply service centers (GSA, HHS, VA) whenever possible.

**R15. Continuous Quality Improvement**

Center health staff shall seek feedback from students, employ mechanisms to document quality of care provided, and document quality improvement activities.

**R16. Monthly Meetings with Center Director**

The center director shall meet monthly with the center physician and center mental health consultant to discuss clinical and organizational issues.

**R17. Reporting**

Centers shall ensure that the following reports are submitted (see Exhibit 5-2):

- a. Health Services Program Description
- b. Health Services Time Distribution
- c. Health Services Utilization Report
- d. Alcohol Testing Report

**QUALITY INDICATOR(S)**

Q1. Students utilize available health services appropriately.

Q2. Students are satisfied with the quality and delivery of health services.