

STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES

Policy Number: HSP-102

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 6: HEALTH SERVICES

Sub Chapter: ADMINISTRATION

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: PHARMACY THERAPEUTICS/HEALTH SERVICES (PT/HS) COMMITTEE BYLAWS

ACA Standards: 5-ACI-6D-01, 5-ACI-6D-10

Responsibility: Dr. Michael Riley

Effective Date: November 2023

Authority:

1. PURPOSE

The purpose of the Pharmacy Therapeutics/Health Services (PT/HS) Committee of the Iowa Department of Corrections (IDOC) is to formulate and recommend policy and procedures pursuant to the safe, efficient and effective utilization of the IDOC's health resources.

2. POLICY

It is the policy of the IDOC to provide safe, efficient and effective utilization of the IDOC's health resources.

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3. DEFINITIONS - See IDOC Policy AD-GA-16 for Definitions.

4. PROCEDURE

A. Membership

Each facility is represented. Representatives may include practitioner, Central Pharmacy representative, Nursing Directors, and mental health staff. The IDOC Health Services Administrator, Medical Director, Administrator of Nursing, and Director of Pharmacy Services are members of the PT/HS Committee. The Deputy Director(s) for IDOC institutions and the Director of the IDOC are ex officio members. Outside health services consultants may be selected by the committee to participate.

B. Meetings

The committee as a whole meets quarterly, or more frequently as deemed necessary. Two weeks prior to each meeting an agenda is prepared by the IDOC Health Services Administrator and shared with each institution, the Deputy Director(s) for IDOC institutions and the Director of the IDOC. Minutes are kept and distributed to all members, institutional Wardens, the Deputy Director(s) for IDOC institutions and the Director.

C. Subcommittees

Five program/service areas are represented by permanent subcommittees. These include: 1) Formulary Review (IDOC Director of Pharmacy Services or designee, chairperson); 2) Nursing Directors (IDOC Administrator of Nursing or designee, chairperson), 3) Mental Health Services (IDOC Health Services Administrator - chairperson), 4) Medical Practitioners (IDOC Medical Director – chairperson), and 5) Dental Services (IDOC Medical Director – chairperson). Ad hoc subcommittees

address records/continuous quality improvement. In response to specific needs, other ad hoc subcommittees may be established by the chairperson.

D. Voting

Most committee decisions are derived through mutual accord and agreement of all of the membership. On matters which must be determined by a vote, a simple majority determines the outcome. One vote may be cast by each correctional facility represented through a roll call, show of hands, or written ballot.

E. Officers

The IDOC Health Services Administrator serves as chairperson of the PT/HS Committee. The Chairperson presides at meetings. The IDOC Medical Director and/or Administrator of Nursing serves in the absence of the Chairperson. IMCC staff provides secretarial and clerical services. Minutes are disseminated to the membership within four weeks after each meeting.

F. Scope

The role of the PT/HS Committee:

1. Develop, review and revise Health Services policies annually.
2. Review and discussion of clinical issues
3. Formulary Review
4. Review litigations
5. Death reviews
6. Quality improvement
7. Monitor medication prescribing, dispensing and administration practices including delivery, distribution, inventory and disposition.

G. Review

All policies approved by the majority at PT/HS meeting are then distributed to Central Office Executive staff for review and approval by the Director of Corrections.