

YTC Clinic Officer/Medical Isolation

1301.1 PROCEDURE

1301.2 CLINIC OFFICER

The Clinic Officer shall assist the nurse during all medication rounds throughout the campus. Throughout the day, various medical practitioners will provide a list of names to the Clinic Officer. The lists will consist of youth who will be seen in the clinic on that specific day. The Clinic Officer must review these lists to plan the most efficient movement of youth since they are often on more than one list and follow the following procedures.

1301.2.1 NEW INTAKE

The clinic nurse completes paperwork for new intakes and will place it on the Clinic Officer's desk. These youth are ready to be processed through the clinic and assigned a cottage. The Clinic Officer shall request Intake Unit officers to escort the youth from the Intake Unit to the clinic to complete the intake process. When the nurse completes the new intake process, the Clinic Officer shall notify the intake officers that the youth is ready for movement/escort to Central Control for assignment to a cottage. The officer escorting youth notifies Central Control of the movement.

1301.2.2 ROUTINE APPOINTMENTS AND/OR SICK CALL

- (a) When possible, the Clinic Officer shall request youth from the same cottages at the same time
- (b) The Clinic Officer shall avoid placing youth from different cottages in the clinic lobby or in the same holding room when possible. Holding rooms are to be used only if safety and security are in question
- (c) All youth who enter the clinic must have a readable identification band. If not, the youth will be required to obtain one
- (d) When youth enter or exit the clinic, the Clinic Officer shall record the youth's name, cottage, and times in the Movement Log
- (e) The youth shall be directed to sit in the clinic lobby and wait for medical staff to call their name
- (f) The officer shall supervise youth seated in the clinic lobby while they wait to be seen by clinic staff. The youth must never be left unattended while they wait in the clinic lobby
- (g) Dentist and psychiatrist visits run longer than other procedures. It is vital to minimize youth requested for those services since they will wait in the clinic lobby for long periods of time. In general, two youth, at the most, at any given time should be waiting in the lobby. When a youth is waiting to see the psychiatrist, the youth is to remain in the lobby. The psychiatrist shall escort the youth from the waiting lobby to the examination room to conduct their appointment in private. Youth is never to be placed in an examination room alone
- (h) The Clinic Officer shall not sit in with youth during any medical or psychiatric appointments to protect youth confidentiality and privacy rights

San Diego County Probation Department

Institutional Services Unit Procedure

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- (i) The Clinic Officer shall notify Central Control when a youth is ready to return to the campus
- (j) Youth must follow all rules and instructions while in the clinic. When necessary, the Clinic Officer is responsible for redirecting any youth's negative behavior (i.e. not following instructions, communicating with other youths from other cottages, or disrupting clinic or forensic staff workflow, etc.). The noise inside the clinic lobby needs to be kept to a minimum
- (k) The Clinic Officer shall request a replacement officer from Central Control if they need to leave the clinic for any reason. The Clinic Officer position shall never be left unattended when youth are present

1301.2.3 CLINIC OFFICER ASSIGNED TO A YOUTH MEDICAL ISOLATION

If a youth is determined by medical staff to be suffering from a communicable disease or a noncontagious condition, the medical staff shall make the decision as to whether medical isolation of the youth is necessary. Youth assigned to a medical isolation status are required to be quarantined in separate living quarters for their welfare and the welfare of others. The arrangement shall be made to house the youth in the medical clinic. Doctor assessments and medical examinations determine the need for continued isolation practices.

The medical clinic shall promptly notify the Watch Commander when a youth is placed on a medical isolation status, an approximate time frame for the status, and the need for an additional Clinic Officer that will be responsible for conducting safety and welfare checks on the youth while in their room. The Watch Commander shall arrange for housing and the supervision of the youth by a Clinic Officer. In addition, the Watch Commander will ensure that proper notification is visible, which indicates the youth's medical isolation status, medical restrictions, and safety precautions. When a youth requires 24-hour medical care in the clinic, the Watch Commander shall assign a Clinic Officer to provide supervision. The Clinic Officer shall be provided with a briefing on what is needed during the coverage.