

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Standing Committees

Policy Number: 507.01.10

Effective Date: 01/19/2022

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

I. Introduction and Summary:

All facilities operated by the Georgia Department of Corrections (GDC) will establish and maintain standing committees as required by prevailing Standard Operating Procedures (SOPs) for the provision of systematic and efficient health care. Committees will be established by the Office of Health Services in concert with the contract vendor for implementation at the facility level and at the statewide level. This procedure is applicable to all facilities that house GDC offenders to include private and county prisons.

II. Authority:

GDC SOPs: 203.01 Operational Reporting, 507.01.07 Administrative Meetings and Reports, 507.01.09 Executive Medical Management Committee, 507.01.12 Continuous Quality Improvement, 507.04.70 Infection Control Program, and 507.04.78 Pharmacy and Therapeutics Committee.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Each facility will establish standing committees pertaining to the delivery of health care as required by prevailing SOP to include the following areas:

1. Medical Management Committee;
2. Continuous Quality Improvement Committee;
3. Infection Control Committee; and
4. Pharmacy and Therapeutics Committee.

B. Composition of standing committees will be as required by SOP and will meet at the indicated frequency. Minutes of meetings will be kept and will be maintained for at least three (3) years.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Standing Committees

Policy Number: 507.01.10

Effective Date: 01/19/2022

Page Number: 2 of 2

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

C. The Office of Health Services and contract vendor may establish other committees from time to time for purposes of improving communication, organizing more effective health care delivery or to address other needs as deemed necessary. These committees will include, but will not be limited to the following:

1. Executive Medical Management Committee (EMMC);
2. Staffing Committee;
3. Statewide Pharmacy and Therapeutics Committee;
4. Statewide CQI Committee;
5. Statewide Telemedicine Committee;
6. Statewide CQI and Medical Equipment Evaluation; and
7. Ad Hoc Committee (time limited for the accomplishment of specific tasks).

D. Participation in statewide standing committees will be by invitation or appointment, in keeping with relevant SOPs. Statewide committees will be under the general oversight of the Executive Medical Management Committee of GDC/contract vendor.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.