

Statement of Work

Title: HCV (Hepatitis C Virus) Specialist Services -- Correctional Service Canada (CSC) **– Atlantic Region**

Background

The Correctional Service Canada is the federal government agency responsible for administering sentences of a term of two years and more, as imposed by the Courts. CSC is responsible for managing institutions of various security levels and supervising offenders under conditional release in the community.

CSC operates under three levels of management: National, Regional, and Institutional/District Parole Offices. The National Headquarters in Ottawa performs overall planning and policy development for the Service, while each of the five Regional Headquarters implements CSC activities within their respective Regions.

CSC's Health Services Sector enables CSC to attain its mission and mandate by providing offenders with efficient and effective health services that encourage inmate responsibility, by promoting healthy reintegration and contributing to safe communities. CSC's Health Services Sector has a presence at all levels of management from coast to coast.

Approximately 29% of federal inmates residing in the Institutions of the Atlantic Region are known to be infected with Hepatitis C virus (HCV). This condition requires ongoing monitoring and, if indicated, a complex treatment therapy. This is compounded by a changing offender population (offender admissions, transfers, and releases). This is a designated Correctional Service Canada Health Services essential program. CSC has a responsibility to provide this care in accordance with community standards.

Objective

The objective is to provide medical HCV Specialist advice and treatment to federal inmates with Hepatitis C virus, in the Atlantic Region. The services will be delivered directly to inmates while working in collaboration with the Health Care Teams.

Scope of Work

The Contractor must:

- a. Provide HCV Specialist services in federal institutions in the Atlantic Region through a combination of on-site clinics and consultations via telemedicine and telephone. Those institutions are: Atlantic Institution (Renous, NB), Dorchester Penitentiary (Dorchester, NB), Nova Institution (Truro, NS), Springhill Institution (Springhill, NS),

and Westmorland Institution (Dorchester, NB).

- b. At the request of the Project Authority or delegate, provide consultations and/or clinics by telemedicine from the Institutions, Regional Headquarters, or the contractor's designated medical centre.
- c. Provide clinic work which will include chart reviews, patient assessment, health counseling, monitoring, evaluation, offender consultation, and recommendation for further investigation/treatment.
- d. Provide additional offender consultation for those offenders needing specialty input due to unusual circumstances or particular problems with their therapy, etc.
- e. At the request of the Project Authority or delegate, participate in activities and committees related to quality improvement, patient safety, and accreditation within the Institutions, Regional Headquarters, and/or National Headquarters. Activities may also be for the occasional participation in meetings, the provision of HCV therapy and awareness training for CSC Atlantic Region health care professionals.
- f. Work closely with the Institutional Health Care Team (Chief Health Services, designated Infectious Disease Nurse, and Institutional Physician) and the offender.
- g. If nurse practitioners become part of CSC staff during the contract, the contractor must be willing to collaborate with them in the delivery of care to federal inmates when requested by the project authority.
- h. Provide HCV Specialist services in accordance with pertinent Commissioner's Directives, CSC policies and guidelines.
- i. Provide consultation services on CSC guidelines in regard to Hepatitis.
- j. Provide telephone or telemedicine consultations to advise institutional nursing staff or institutional medical staff on HCV treatment and diagnosis on an as needed basis. No charge for any phone calls or electronic requests for consultation outside of scheduled clinics for HCV patient related issues will apply.
- k. Maintain up to date knowledge in the areas related to Hepatitis C, share research findings, new evidence and best practices with CSC health care professionals, institutional staff and respond to requests for information from Regional Manager of Public Health or delegate.

CSC will provide routine follow-up, standard overseeing of offender's HCV therapy, screening for suitability for HCV therapy (this preliminary screening will comprise both

clinical and laboratory evaluations, including HCV genotyping and viral load, plus appropriate psychiatric evaluation if required) and organizing a system for obtaining biopsies and Fibroscans.

Deliverables

The Contractor must:

- a) Provide up to a maximum of nine 6 hour clinics and fifteen 3 hour clinics per contract year. Clinics must be delivered at each of the 5 sites. If the number of patients to be seen is low, a telemedicine consult can take place instead of an onsite clinic, this will be determined in consultation with the site and/or the contract authority. On average, these clinics will be scheduled every 5 to 8 weeks depending on the number of patients at each site.
- b) Report all appropriate medical care delivered by documenting the information in the patient's file.
- c) Provide the Project Authority with the following:
 - A brief report following the delivery of any HCV Therapy Awareness Training session including a sample of the distributed materials, if any.
 - Monthly invoices with the following details: the date, the length and the type of activity, and the name of the Institution.
- d) Provide a written feedback report on the collaboration with Correctional Service Canada on an annual basis.

Cancellation of Sessions

Due to the nature of the environment in which the programs will be delivered, the scheduled dates of the sessions will be subject to change due to urgent institutional circumstances such as institutional lockdowns, closures due to inclement weather, security requirements, or other emergency situations at no cost to CSC. In these cases, the Project Authority or his/her representative will advise the Contractor and sessions will be rescheduled. In the event the Contractor must cancel a session, the session date must be rescheduled and replaced within three weeks if the need for the session remains.

Work Schedule

In the event that an institution is in lock down mode or in the event of a strike, it is agreed by both parties that the contractor will be responsible to call the institution the day of a session to ensure that the institution is open. If in the event the contractor calls and is

advised that the institution is open, but by the time the contractor has arrived the institution is in lockdown, the contractor will then be paid all reasonable travel costs as per Treasury Board standards. The contractor will be supplied with a list of all telephone numbers for institutions they will be visiting.

Travel

The contractor will be required to travel to each institution within the Atlantic Region at the request of the project authority during the contract period. An additional requirement to travel within the region may be required to attend meetings as requested by the project authority during the contract period. The contractor will not be paid for travel time required to complete the tasks and meet objectives of this statement of work since the payment is at an all-inclusive rate.

Mandatory requirements

To fulfill the requirements of the contract, the contractor must:

- a. Provide proof that he/she is licensed as a Physician with the College of Physicians and Surgeons of New Brunswick and Nova Scotia and with the New Brunswick Medical Society and the Doctors of Nova Scotia. A copy of the license must be included in the proposal. This document must be provided each year before the option period is exercised.
- b. Provide a signed declaration that he/she is a member in good standing with his/her respective provincial College of Physicians and Surgeons of New Brunswick and Nova Scotia, and with the New Brunswick Medical Society and the Doctors of Nova Scotia, that there are no investigations or judgments against the proposed physician in any area of professional conduct, and that his/her license to practice medicine has no restrictions. If there are current investigations, judgments or restrictions registered against the proposed physician, details of them must be provided as indicated in the form. This document must be provided each year before the option period is exercised.
- c. Provide proof of Fellowship in the Royal College of Physicians and Surgeons of Canada in a relevant specialty and/or sub-specialty (e.g., internal medicine, infectious diseases, gastroenterology, hepatology).
- d. Provide proof of medical professional insurance with the Canadian Medical Protective Association.
- e. Have at least five years experience working as a Specialist in the treatment of Hepatitis C in governmental/institutional/community settings.
- f. Be able to communicate with the offenders in the language of their choice (English or French).

Others

The Contractor must provide a copy of his/her curriculum vitae which demonstrates his/her work experience as a HCV Specialist.

No work can be started until authorization is given to do so by the Project Authority. A contractual obligation will only come into effect upon the acceptance by the Project Authority.