

## Statement of Work

**Title** Physician Services – Springhill Institution

### **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 Institution/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.

### **Objective**

The objective of the contract is to provide health care services to the clientele which will aid in managing their health concerns and providing preventative services in order that they can be healthy in the future.

### **Applicable Documents**

Precise direction related to health care for inmates is provided by CSC policy via Commissioner's Directives (CD) as follows:

- (a) CD800 Health Services
- (b) CD803 Consent to Health Services Assessment, Treatment and Release of Information
- (c) CD805 Administration of Medications
- (d) CD821 Management of Infectious Diseases
  - Protocol 821-1 Managing Exposure to Blood and/or Body Fluids
  - Guidelines 821-2 – Bleach Distribution
- (e) CD825 Hunger Strikes
- (f) CD835 Health Care Records

- (g) CD840 Psychological Services
- (h) CD843 Prevention, Management and Response to Suicide and Self-Injuries
- (i) CD850 Mental Health Services

**Scope of Work**

The Contractor will:

1. Provide medical services to inmates in a federal correctional institution in accordance with generally accepted community standards.
2. Offer, in Health Care Unit at appropriate times, medical services which include examinations and assessments of inmates, investigations, diagnostics, treatments, prescriptions, and referrals to consultants as required. Clinic hours provided at the institution will be decided by the Chief Health Services at the site.
3. Conduct methadone clinics, and infectious disease clinics. Clinic hours provided at the institution will be decided by the Chief Health Services at the site.
4. Provide on call services for up to 16 hours per day including statutory holidays for the first year of the contract. The on call period will be determined by the Chief Health Services and will exclude hours conducting clinic
5. Conduct medical clinics in the segregation areas upon request of the Chief Health Services.
6. Remain in the institution during crisis situations at the request of the Chief Health Services. If on site, provide emergency treatment to inmates and staff.
7. Refer patients to Dorchester Penitentiary/Shepody Healing Centre at the Regional Health Centre, in Dorchester, New Brunswick, when necessary and communicate with the admitting physician.
8. Refer inmates for admission to hospital and provide relevant information to the treating physician.
9. Document appropriately in the Correctional Service Canada medical files all relevant information concerning all interventions including examination, diagnosis, treatment or/and prescription according to professional standards.

10. Approve Emergency Medical Directives, any medical related CSC directives and provide advice in the drafting of Institutional Medical Directives that govern the delegation of physician authority to the nursing staff for specific health interventions; review and approve annually and when a national review of those directives results in a change.
11. Attend Regional Health Services meetings on request of the Chief of Health Services. Participate as a member of the Pharmacy and Therapeutics Committee at the request of the Chief of Health Services or Departmental Representative. Participate in case discussions with members of the health care teams as required.
12. Provide CSC approved treatment for opiate addiction as outlined in the Specific Guidelines for the Treatment of Opiate Dependence and participate in training and education when required in order to maintain professional privileges in this area.
13. Assure continuity of care when appropriate, including the identification of community-based providers and the provision of timely referral information to medical resources upon transfer to another institution and/or discharge to the community.
14. Participate in team meetings/discussions when requested.
15. Participate as required in Institutional, Regional and/or National activities and committees related to Quality Improvement, Patient Safety and Accreditation at the request of the Project Authority.
16. At the request of the Project Authority, provide consultations and/or clinics by telemedicine from the Institution, the Regional Headquarters, or the contractor's designated medical centre.
17. Assess inmates with known or suspected infectious diseases and provide medical management in accordance with professional practice standards and Correctional Service Canada protocols and guidelines.
18. Isolate and report inmates with known communicable diseases in accordance with provincial public health regulations and Correctional Service Canada protocols.
19. Agree to adhere to the approved National Formulary when prescribing medication. Appropriate documentation to justify non-formulary items shall be completed and

forwarded to the designated authority. The designated authority will be the Regional Pharmacist in regions that staff this position. In all other regions, the completed documentation shall be forwarded to the National Pharmacist or, in his/her absence, to the Director General of Health Services. The designated authority then has the opportunity to request clarification and suggest cost effective alternatives. Additions, deletions and substitutions shall be determined by the Pharmacy & Therapeutics Committee.

20. Agree to abide by CSC policy, including paragraph 15 in Commissioner's Directive 800 which reads: "Medication for inmates shall be prescribed by an institutional clinician only when clinically indicated. Accordingly, the administration of medication to inmates for restraint or for other security purposes shall not be undertaken."
21. Utilize the Correctional Service Canada policies with respect to Essential Health Services, including but not restricted to policies set forth in the Commissioner's Directives, and Guidelines and Standards attached thereto, National Medical Directives, Regional Instructions, and Institutional Medical Directives as well as Correctional Service Canada's Mission Statement.
22. Adhere to and support Correctional Service Canada policies with respect to the economical and efficient management of Health Service's resources.

### **Deliverables**

The contractor will:

1. Provide up to a maximum of three medical clinics per week (6 hours per clinic)
2. Provide on-call services up to 16 hours per day. On call hours apply for time when the contractor is absent from the institution. This 16-hour timeframe will be determined by the Chief Health Services. **This requirement is only for the first year of the contract.**
3. Remain at Springhill or return to the institution during crisis situations at the request of the Chief Health Services in order to provide emergency treatment to inmates and/or staff.
4. Provide methadone clinics up to 30 hours per month. Methadone Intervention Team meeting is considered clinical time.
5. Provide infectious disease clinics up to six hours per month.

6. On an "as and when" required basis, attend National/Regional Health Services conferences/meetings/training upon request by the Chief of Health Services.
7. Provide medical consultation on an "as and when" required basis.
8. Provide monthly invoices with the dates and types of services rendered.

#### **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 the CSC. In these cases, the Project Authority or his/her representative will provide a 24 hour notice to the Contractor and sessions will be rescheduled. In the event the Contractor must cancel a session, he/she must provide a 24-hour notice to the Chief Health Services. At the discretion of the Chief of Health Services the session date may be rescheduled and replaced within three weeks if the need for the session remains.

#### **Work Schedule**

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.

#### **Replacement**

The contractor shall designate a replacement at his/her own cost, to ensure the continuity of services during his/her absence. Institutional authorities shall be notified of the replacement's name well in advance. The replacement must meet the same mandatory requirements as the contractor.

#### **Mandatory Requirements**

The bidder must:

1. Provide proof that he/she is licensed as a Physician in good standing with his/her respective provincial College of Physicians and Surgeons in the province 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.

2. Provide a signed declaration that he/she is a member in good standing with his/her respective provincial College of Physicians and Surgeons, that there are no investigations or judgments against the proposed physicians 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. Further details will be obtained from the Register of the College of Physicians and Surgeons of Nova Scotia, as required, by the Project Authority. This document must be provided each year before the option period is exercised.
3. Provide proof that he/she is currently authorized by Health Canada to prescribe methadone. This document must be provided each year before the option period is exercised.
4. Provide a copy of a valid licence for prescribing treatment for opiate dependence and other addictions. The physician will be responsible for maintaining such training/licensure in order to provide approved treatments and to acquire licensure/training if needed to provide treatments newly approved.
5. Provide proof of medical professional insurance. This document must be provided each year before the option period is exercised.
6. Must be able to obtain credentialing/ privileges with The Cumberland Health Authority, Nova Scotia.
7. Provide a copy of his/her curriculum vitae which demonstrates his/her work experience as a physician.

**Note: Bids that do not meet the mandatory criteria will not be considered.**