

Statement of Work

Title Optometry 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) CD835 Health Care Records

Scope of Work

The Contractor will:

1. Perform general eye examinations and refractions assessing the visual status of offenders. Offenders are referred by the medical/nursing staff or upon request of the offender/patient.
2. Prescribe corrective lenses as per the guidelines in the Essential Health Services Framework. Appliances must be obtained through the Standing Offer Agreement and in accordance with CSC's Essential Health Services Framework.
3. Fitting and adjusting existing frames as requested by the Chief of Health Services.
4. Referral to medical specialists (i.e. Ophthalmologist) for consultation and treatment as required in consultation with the Chief of Health Services.
5. Provide advice to institutional management on the proper maintenance required, repairs, and recommended changes to optometry equipment
6. 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.
7. 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.
8. 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.
9. 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 one optometry clinic per week with a clinic being 3 hours in duration for a maximum of 52 clinics per year.
2. On an "as and when" required basis, attend National/Regional Health Services conferences/meetings/training upon request by the Chief of Health Services.
3. 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 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

In the event that the 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.