

Annex A

Statement of Work

Title Orthopedic 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. Provide orthopedic services to inmates in a federal correctional institution who have been referred by the institutional physician (s). This service is to be in accordance with generally accepted community standards.
2. Offer, in the Health Care Unit at appropriate times, orthopedic services which include examinations and assessments of inmates, investigations, diagnostics, treatment and/or recommendations for treatment and referrals for consultants as required.
3. Prescribe surgical interventions for non-elective cases as required.
4. Clinic hours provided at the institution will be decided by the Chief Health Services at the site.
5. Document appropriately in the Correctional Service Canada medical files all relevant information concerning all interventions, examinations, diagnosis, treatments or/and prescriptions according to professional standards.
6. Provide documentation of all consultations in a timely manner at no additional cost to CSC.
7. Participate in case discussions with members of the health care teams as required.
8. Participate in team meetings/discussions when requested by the Chief of Health Services.
9. 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.
10. 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.
11. Agree to adhere to the approved National Formulary when recommending and/or ordering medications. Appropriate documentation to justify non-formulary items shall be completed and forwarded to the designated authority. The designated authority will be

the Regional Pharmacist. 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.

12. 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.
13. 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 4 orthopedic clinics per year . These clinics shall be 3 hours in duration. On average these clinics shall be conducted once every 3 months.
2. Provide medical consultation on an "as and when" required basis.
3. Provide invoices within a month of the service delivery with the date 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 may 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.

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. 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. This document must be provided each year before the option period is exercised.
3. Provide proof of medical professional insurance. This document must be provided each year before the option period is exercised.
4. Obtain a security clearance to the level of reliability prior to being awarded the contract.

Note: The contractor must include a copy of his/her curriculum vitae which demonstrates his/her work experience as a physician.