



SOQ 22-052 Health Care Services for the Jefferson Parish Correctional Center

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

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General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

Request for Qualifications 22-052, Healthcare Services for the Jefferson Parish Correctional Center
Resolution Number 140422

B. Firm Name & Address:

CorrectHealth Jefferson, LLC
1720 Windward Concourse
Suite 300
Alpharetta, GA 30005

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

Carlo Musso, M.D., President (404-386-4989)

Alexis Walker, R.N., DNP. – Director of Clinical Programs (Louisiana) (504) 458-2636

D. Address of principal office where Project work will be performed:

100 Dolhonde St, Gretna, LA 70053

E. Is this submittal by a JOINT-VENTURE? Please check:

YES _____ NO X

If marked “No” skip to Section H. If marked “Yes” complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1. N/A

2. N/A

General Professional Services Questionnaire

G. Has th s JOINT-VENTURE previously worked together? Please check: YES _____ NO <u>X</u> _____		
H. List all subc ntrctors anticipated for this Project. Please note that <u>all subcontractors must submit a fully completed copy of this questionnaire</u>, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.		
Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. Advantage Medical Professionals 3340 Severn Avenue Suite 320 Metairie, LA 70002	Supplemental Staffing	Yes
2. Millenia Medical Staffing 790 Johnnie Dodds Boulevard Mt. Pleasant, SC	Supplemental Staffing	Yes
3. Supplemental Healthcare 6955 Union Park Center Drive Suite 400 Cottonwood Heights, UT 84047	Supplemental Staffing	Yes
4. Favorite Healthcare Staffing, Inc. 7255 W. 98th Terrace Building 5, Suite 150 Overland Park, KS 66212	Supplemental Staffing	Yes
5.		

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: <u>32.9 FTE's</u>
J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.
PROFESSIONAL NO. 1
Name & Title:
Alexis Walker, R.N., DNP. – Director of Clinical Programs (Louisiana)
Name of Firm with which associated:
CorrectHealth Jefferson, LLC
Description of job responsibilities:
See attached job description.
Years' experience with this Firm:
See attached resume.
Education: Degree(s)/Year/Specialization:
See attached resume.
Other experience and qualifications relevant to the proposed Project:
See attached resume.

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Kelly Harris, R.N. – Health Services Administrator (HSA) Jefferson Parish Correctional Center
Name of Firm with which associated:
CorrectHealth Jefferson, LLC
Description of job responsibilities:
See attached job description.
Years' experience with this Firm:
See attached resume.
Education: Degree(s)/Year/Specialization:
See attached resume.
Other experience and qualifications relevant to the proposed Project:
See attached resume.

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Azikiwe Lombard, M.D. - Medical Director JPCC
Name of Firm with which associated:
CorrectHealth Jefferson, LLC
Description of job responsibilities:
See attached job description.
Years' experience with this Firm:
See attached resume.
Education: Degree(s)/Year/Specialization:
See attached resume.
Other experience and qualifications relevant to the proposed Project:
See attached resume.

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
Stan Cowley, III, D.D.S. – Dental Services JPCC
Name of Firm with which associated:
CorrectHealth Jefferson, LLC
Description of job responsibilities:
See attached job description.
Years' experience with this Firm:
See attached resume.
Education: Degree(s)/Year/Specialization:
See attached resume.
Other experience and qualifications relevant to the proposed Project:
See attached resume.

General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
William Lo, M.D. – Behavioral Health Services JPCC
Name of Firm with which associated:
CorrectHealth Jefferson, LLC
Description of job responsibilities:
See attached job description.
Years' experience with this Firm:
See attached resume.
Education: Degree(s)/Year/Specialization:
See attached resume.
Other experience and qualifications relevant to the proposed Project:
See attached resume.

General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
Lafourche Parish 952 Highway 3185 Thibadoux, LA 70301 Sheriff Craig Webre 985-449-4420	Comprehensive healthcare services for the inmates at the Lafourche Parish Correctional Facility
	Cost of Services Provided:
2008 - Present	\$1,244,168.22

Project No. 2

Length of Period	Cost of Services Provided:
Acadia Parish Jail 1037 Capitol Ave. Crowley, LA 70527 Sheriff K.P. Gibson 337-788-8700	Comprehensive healthcare services for the inmates at the Acadia Parish Jail
07/01/20 - Present	\$280,389.44

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p style="text-align: center;">Inmate Medical Services at the Jefferson Parish Correctional Center</p>	<p style="text-align: center;">Complete healthcare program for inmates of JPCC, including medical, nursing, mental health, dental, pharmaceuticals, and support services.</p>
Length of Services Provided:	Cost of Services Provided:
<p style="text-align: center;">January 2006 - Present</p>	<p style="text-align: center;">\$4,686,870.00</p>

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p style="text-align: center;">Physician and Nursing Services at L. Robert Rivarde Youth Detention Center</p>	<p style="text-align: center;">Physician and Nursing services to youth at the Detention Center, to include medical examinations, consultations, diagnosis and treatment of juveniles.</p>
Length of Services Provided:	Cost of Services Provided:
<p style="text-align: center;">July 2008 - Present</p>	<p style="text-align: center;">\$117,164.79</p>

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Iberia Parish Jail Administrator 3618 Broken Arrow Road New Iberia, LA 30560</p> <p>Michael Broussard Parish 337-365-8246</p>	<p>Comprehensive healthcare services for the inmates at the Iberia Parish Jail</p>
Length of Services Provided:	Cost of Services Provided:
<p>2013 - Present</p>	<p>\$1,095,649.57</p>

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Jefferson Davis Parish Jail 1704 HWY. 90 Jennings, LA</p> <p>Warden Dustin Locke 337-824-3850</p>	<p>Comprehensive healthcare services for the inmates at the Jefferson Davis Parish jail</p>
Length of Services Provided:	Cost of Services Provided:
<p>7/8/2019 - Present</p>	<p>\$289,617.76</p>

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Plaquemines Parish Detention Center 16801 Highway 15 Davant, LA 70040 Sheriff Gerald Turlich 504-934-7622	Comprehensive healthcare services for the inmates at the Plaquemines Parish Detention Center
Length of Services Provided:	Cost of Services Provided:
10/01/2014 - Present	\$1,162,064.25

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
St. Tammany Parish Detention Center 701 N Columbia St. Covington, LA 70433 Sheriff Randy Smith 985-809-8200	Comprehensive healthcare services for the inmates at the St. Tammany Parish Detention Center
Length of Services Provided:	Cost of Services Provided:
7/01/2020 - Present	\$3,842,023.42

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
St. Bernard Parish Detention Center #2 Courthouse Square Chalmette, LA 70043 John Vickers 504.278.7612	Comprehensive healthcare services for the inmates at the St. Bernard Parish Detention Center
Length of Services Provided:	Cost of Services Provided:
3/01/2015 - Present	\$843,949.75

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
St. James Parish Jail 5800 LA -44 Convent, LA 70723 Sheriff Willy Martin 225-562-2200	Comprehensive healthcare services for the inmates at the St. James Parish Detention Center
Length of Services Provided:	Cost of Services Provided:
8/21/2017 - Present	\$281,003.49

General Professional Services Questionnaire


L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary. CorrectHealth has NO prior or on-going Litigation with Jefferson Parish

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. N/A		
2.		
3.		
4.		

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

CorrectHealth has successfully provided the Health Care Services for the Jefferson Parish Correctional Center Since 2005.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature:  Print Name: John P. Ritter
 Title: DIRECTOR OF MARKETING Date: 1/5/23



ALEXES L. WALKER, DNP, MBA, MSN, RN, NEA-BC
Director of Clinical Services

EDUCATION

- D.N.P., NURSING
CHAMBERLAIN COLLEGE OF NURSING
DOWNERS GROVE, IL (2021)
- M.B.A., BUSINESS
UNIVERSITY OF NEW ORLEANS
NEW ORLEANS, LA (1998)
- M.S.N., NURSING
UNIVERSITY OF SOUTH ALABAMA
MOBILE, AL (1995)
- B.S., NURSING
DILLARD UNIVERSITY
NEW ORLEANS, LA (1985)

PROFESSIONAL LICENSURE & CERTIFICATION

- REGISTERED NURSE
 - STATE OF LOUISIANA, COMPACT
- AMERICAN NURSES CREDENTIALING CENTER
 - NURSE EXECUTIVE ADVANCED (2021)

PROFESSIONAL AFFILIATIONS

- AMERICAN NURSES ASSOCIATION
- LOUISIANA STATE NURSES ASSOCIATION
- NATIONAL BLACK NURSES ASSOCIATION

PROFESSIONAL BACKGROUND

Alexes is an experienced clinician and Board Certified Family Nurse Practitioner over 35 years of nursing experience. Ms. Walker has a strong reputation for achieving high levels of patient satisfaction while providing high quality and comprehensive health care services. She is a disciplined, action-oriented team leader with a proven ability to meet and exceed the expectations of clients.

EXPERIENCE HIGHLIGHTS

CORRECTHEALTH – New Orleans, LA

Director of Clinical Services; 2021 – Present

UNIVERSITY MEDICAL CENTER OF NEW ORLEANS – New Orleans, LA

Director of Nursing Resources; 2018 - 2021

CORRECT CARE SOLUTIONS - New Orleans, LA

Regional Operations Clinical Director; 2014 - 2018

UNITED MEDICAL REHABILITATION CENTER – Gretna, LA

Assistant Administrator; 2010 - 2014

GENESIS SPECIALTY HOSPITAL - Gretna, LA

Chief Clinical Officer; 2006 - 2010



Azikiwe K. Lombard, MD

Medical Director

EDUCATION

- RESIDENCY, FAMILY PRACTICE
SWEDISH COVENANT HOSPITAL
CHICAGO, IL (2005 - 2008)
- DOCTOR OF MEDICINE
LOUISIANA STATE UNIVERSITY HEALTH SCIENCES
CENTER
NEW ORLEANS, LA (2004)
- B.S., BIOLOGY
XAVIER UNIVERSITY OF LOUISIANA
NEW ORLEANS, LA (1997)

PROFESSIONAL LICENSURE & CERTIFICATION

- MEDICAL DOCTOR
 - STATE OF LOUISIANA
- DEA REGISTRATION
- CDS LICENSE
 - STATE OF LOUISIANA
- BASIC LIFE SUPPORT (BLS)

PROFESSIONAL BACKGROUND

Dr. Lombard brings a decade of experience to CorrectHealth. He is a board certified physician whose goal is to continue practicing traditional family medicine in an underserved community, with a focus on reducing or eliminating the health disparities of minorities through education and appropriate clinical care.

EXPERIENCE HIGHLIGHTS

CORRECTHEALTH – LOUISIANA
Medical Director, 2022 – Present

TULANE UNIVERSITY SCHOOL OF MEDICINE – NEW ORLEANS, LA
Assistant Professor, 2008 - 2013

OCHSNER HEALTH – NEW ORLEANS, LA
Primary Care Provider -, 2013 – 2022

PROFESSIONAL ORGANIZATIONS

ALPHA PHI ALPHA FRATERNITY, INC

AMERICAN BOARD OF FAMILY MEDICINE



Kelly Harris, RN, BSN
Health Services Administrator

EDUCATION

- B.S., NURSING
WILLIAM CAREY UNIVERSITY
HATTIESBURG, MS (2010)

PROFESSIONAL LICENSURE & CERTIFICATION

- REGISTERED NURSE
 - STATE OF LOUISIANA, COMPACT

PROFESSIONAL BACKGROUND

Kelly is an experienced clinician and leader with over a decade of nursing experience. Ms. Harris has a strong reputation for being a dedicated team leader with a strong work ethic, management and intervention skills. She is a disciplined, action-oriented administrator with a proven ability to meet and exceed the expectations of clients.

EXPERIENCE HIGHLIGHTS

CORRECTHEALTH – *Jefferson, LA*

Health Services Administrator; Dec. 2021 – Present

LCMC HEALTH - *New Orleans, LA*

RN Case Manager; 2020 - 2021

WOLDENBERG VILLAGE LCMC - *New Orleans, LA*

Admissions Nurse; 2018 - 2020

RIVER OAKS HOSPITAL – *Harahan, LA*

Unit Manager; 2017 - 2018

CORRECTHEALTH – *Jefferson, LA*

Health Services Administrator; 2013 - 2017

CHATEAU DE NOTRE DAME - *New Orleans, LA*

Staff Nurse; 2012 - 2013

JOHN HAINKEL HOME AND REHAB – *New Orleans, LA*

Unit Manager; 2010 - 2012

CHILDREN'S HOSPITAL, NOLA – *New Orleans, LA*

Nurse Tech; 2007 - 2010



William K. Lo, M.D.

Psychiatrist

EDUCATION

- RESIDENCY, PSYCHIATRY
LOUISIANA STATE UNIVERSITY/OCHSNER
NEW ORLEANS, LA (1999 - 2003)
- DOCTOR OF MEDICINE
LOUISIANA STATE UNIVERSITY SCHOOL OF
MEDICINE
NEW ORLEANS, LA (1999)
- B.S., ZOOLOGY
LOUISIANA STATE UNIVERSITY
BATON ROUGE (1994)

PROFESSIONAL LICENSURE & CERTIFICATION

- MEDICAL DOCTOR
 - STATE OF LOUISIANA
- DEA REGISTRATION
- CDS LICENSE
 - STATE OF LOUISIANA
- BASIC LIFE SUPPORT (BLS)

AWARDS

- AMERICAN FEDERATION OF MEDICAL
RESEARCH AWARD, 1997
- SUMMER RESEARCH FELLOWSHIP GRANT,
LSUMC, 1996
- HONOR SCHOLARSHIP-LSU BATON ROUGE,
1990-1994

EXPERIENCE HIGHLIGHTS

CORRECTHEALTH – Louisiana

Psychiatrist, December 2014 – Present

BRIDGE CITY CENTER FOR YOUTH – Avondale, LA

Director of Psychiatry, 2011 – Present

TERREBOONE PARISH JAIL – Houma, LA

Director of Psychiatry, 2008 – 2014

NELSON COLEMAN CORRECTIONAL CENTER - Killona, LA

Director of Psychiatry, 2007 - 2014

TOURO HOSPITAL – New Orleans, LA

Part-time Staff Psychiatrist, 2007 - 2013

B.B. RAYBUM CORRECTIONAL CENTER – Angie, LA

Director of Psychiatry, 2005 - 2011

RIVER OAKS HOSPITAL – Baton Rouge LA

Full-time Staff Psychiatrist, 2003 - Present

LEONARD J. CHABERT HOSPITAL – Baton Rouge LA

Part-time Staff Psychiatrist, 2001 - 2008



Stan P. Cowley III

Dentist

EDUCATION

- DDS, DENTAL
LOUISIANA STATE UNIVERSITY
NEW ORLEANS, LA
- BS, BIOLOGICAL SCIENCES
LOUISIANA STATE UNIVERSITY
BATON ROUGE, LA

PROFESSIONAL LICENSURE & CERTIFICATION

- DDS
 - STATE OF LOUISIANA

EXPERIENCE HIGHLIGHTS

CORRECTHEALTH – Louisiana
Dentist, December 2014 – Present

SPC CORRECTION CARE – Metairie, Louisiana
Dentist, 2003 – Present

JEFFERSON CORRECTIONAL CENTER – Gretna, LA
Dentist, 2003 – 2014



Job Description

Licensed Practical Nurse

Employee Name: _____

Date: _____

Job Title: _____

Certification: Licensed Practical Nurse

Reports to: _____

Job Code: _____

Job Summary

Participates in the clinical aspect of the patient care with all members of the healthcare team and law enforcement. Performs duties under the supervision of the RN, HSA, Mid Level Provider, Physician, or the administrative supervision of the HSC. Possesses knowledge and ability to provide care to the Inmate population as well as respond to needs within the correctional environment. Maintains standard and ethics of nursing in accordance with applicable State Board of Nursing and other accrediting agencies.

Education Requirements

Licensed Practical Nurse

1. Graduate from a national or state approved school of nursing.
2. Holds and maintains a current license to practice as a LPN/LVN in the state of employment.
3. American Heart Association BLS

Physical Requirements

Able to lift, bend, stand, stoop, walk, go up and down stairs, run, push, pull, and reach over head.

Position Accountabilities

LPN	
1.	Supports philosophy, objective and goals of CH and its facilities.
2.	Accepts and performs staffing assignments and other related duties as required or assigned.
3.	Demonstrates adherence to policy and procedures, including but not limited to CH and the facility.
4.	Functions as a role model by providing instructions and clinical support to the health care team and correctional staff.
5.	Delegates assignments and tasks appropriately.
6.	Demonstrates good customer service skills and telephone etiquette.
7.	Assumes individual accountability for own conduct.
8.	Maintains professional appearance as directed by the CH Employee Handbook.
9.	Approaches change in a positive manner.
10.	Motivates staff to work as a team.
11.	Accepts and responds to constructive criticism in a positive manner.
12.	Maintains productivity and utilizes time effectively by being prepared to start promptly and end shift timely.
13.	Accounts for time away from work area.
14.	Demonstrates appropriate communication skills by sharing, clarifying, reflecting, and interpreting.
15.	Available to provide shift coverage when needed.
16.	Demonstrates the organizational skills required to multi task.
17.	Demonstrates calm behavior in times of stress, conflict or tense situations.
18.	Demonstrates respect for the work environment including resources, people, processes and property.
19.	Maintains professionalism at all times while representing CH.
20.	Functions as a team player and assists co-workers as needed.
21.	Attends and participates in monthly staff meetings.
22.	Assists in the presentation of in-services, training and education of medical and correctional staff, as requested.
23.	Actively participates in the accreditation process.
24.	Attends programs to meet identified needs through in-services, and other formal and informal means.
25.	Completes annual in-service hours as required by NCCHC, CH standards, and other regulatory agencies to include Infection Control, Safety, OSHA, and other areas as defined by CH.
26.	Identifies existing and potential problems and takes effective action.
27.	Identifies needed improvement in patient care, procedures, equipment, supplies and makes recommendations to supervisor.
28.	Reports to supervisor and documents all incidents/accidents, sentinel events at the time of the occurrence.
29.	Demonstrates working knowledge of security procedures and practices as they pertain to healthcare delivery.
30.	Participates in cross-training within the department.

LPN
31. Provides leadership in the coordination of multidisciplinary health care for integrated delivery of patient care services.
32. Maintain confidentiality of medical records and patient information.
33. Recognition of signs and symptoms and knowledge of action required in a potential emergency; responds appropriately to emergencies.
34. Recognition of signs and symptoms of acute and chronic illness. Reports problems to supervisor and/or Provider.
35. Implements procedures for any outside transfer of patient.
36. Participates and documents in discharge planning.
37. Accurately collects data pertinent to health history of patient.
38. Performs Nurse Sick Call and implements Nursing Protocols. Refers complex medical problems to the appropriate clinician.
39. Assists with Provider Sick Call and procedures.
40. Performs rounds and duties of infirmary or medical observation beds.
41. Demonstrates the ability to perform daily assigned tasks and reports to the next shift.
42. Performs and documents basic nursing procedures, including but not limited to, phlebotomy, IV's, EKG's, PPD's, FSBS and other nursing treatments.
43. Maintains sharps accountability. Destroys and properly disposes all sharps. Attempts to resolve discrepancies and reports unresolved discrepancies to supervisor.
44. Documents in SOAPE (subjective, objective, analysis, plan, education) format completely, accurately and timely.
45. Documents all other pertinent information in narrative form.
46. Participates with co-workers to initiate, copy, and maintain MAR's, chart checks, and order transcription.
47. Maintains cleanliness and restocks work area.
48. Prepares for pill call and distribute medications using the five rights of medication distribution.
49. Inventories and reorders medications.
50. Documents on the MAR the administration or refusal of medications.
51. Counts narcotics and verifies the correct amounts, attempts to resolve discrepancies. Reports unresolved discrepancies to supervisor.
52. Performs and documents Isolation Segregation rounds.
53. Performs and documents lockdown clearance.
54. Performs and documents Inmate worker screening.
55. Pulls and files medical records and loose paper work.
56. Initiates and completes involuntary commitment paperwork (1013) for mental health placement.
57. Provides and documents patient counseling of medication non compliance and refers to appropriate Provider.
58. Appropriately prepares and maintains logs and assist the HSA/HSC with collection of monthly data.
59. Participates in Continuous Quality Improvement (CQI).
60. Completes additional tasks assigned by the RN, HSA or administrative tasks assigned by the HSC.

Mission

It is the mission of CorrectHealth to provide high quality, cost-effective, comprehensive healthcare inside the walls of correctional facilities.

Acknowledgement of Receipt and Understanding

I have reviewed the job description of LPN and have been afforded the opportunity to ask questions. I understand the expectations for this job. CorrectHealth, reserves the right to revise or change job duties and responsibilities as the need arises. All proprietary information will not be disclosed or reproduced without the written consent of CorrectHealth.

Employee Signature

Date



Job Description

Medical Director

Employee Name: _____ Date: _____

Job Title: _____ Certification: MD/DO

Reports to: _____ Job Code: DRMD

Job Summary

Provides and supervises medical care to inmates. Evaluates and treats conditions of a medical nature that relate to general medicine and healthcare needs of patients. Interacts with a variety of healthcare professional and security staff in a correctional environment. Responsible for the medical and clinical management of all cases assigned. Works with other physicians. May be requested to supervise Physician Assistant / Nurse Practitioners and other medical support staff. Interacts and works effectively with patients / inmates, medical and nursing staff, security staff at all levels, administrative and support staff, and supervising staff.

Education Requirements and Qualifications

1. Licensed to practice as a Medical or Osteopathic Physician in the State of Practice.
 - a. Graduate from an accredited school of medicine.
 - b. Board Certified in one of the following: Family Practice, Internal Medicine, Surgery or Emergency Medicine.
 - c. Must have a minimum of four (4) years' experience in a senior administrative role in a managed care organization. Certification in correctional health care is preferred.
 - d. Must have a minimum of two (2) consecutive years' experience as a Medical Director in a correctional facility with an ADP of greater than one thousand (1,000) inmates.
 - e. Demonstrates the knowledge and ability to apply all principles of comprehensive healthcare (medical, nursing and allied healthcare principles).
2. Maintains current certification, at a minimum
 - a. CPR
 - b. ACLS or
 - c. A higher level of Certification

Physical Requirements

Able to lift, bend, stand, stoop, walk, go up and down stairs, run, push, pull, and reach over head.

Position Accountabilities

Clinical Responsibilities	
1.	Responsibility for the clinical elements of the entire health care system, including professional duties.
2.	Provides services to Inmates and consultation to professional staff.
3.	Evaluates medical program and medical services provided.
4.	Monitors patient care, condition, and adequacy of treatment facility, and need for and condition of necessary medical equipment.
5.	Evaluates conditions of non-medical nature that relate to general medical and health needs of Inmates.
6.	Establish liaison with community resources, i.e., Health Department, Fire and Rescue, and local hospital.
Departmental Responsibilities	
1.	Assumes responsibility for clinical program as stated by NCCHC.
2.	Consults with medical specialists to provide advice and expertise in their respective areas.
3.	Provides professional consultation for all employees and contracted workers within the medical system.
4.	Provides medical services to Inmates during scheduled clinics.
5.	Supervises the Quality Assurance program, including patient complaints, sanitation, infection control and development of appropriate criteria.
6.	Reviews policies, procedures, protocols and fire and disaster plan.
7.	Ensures a continuing in-service education program.
8.	Supervises and responsible for the medical activities of Mid Level Providers (PAs and FNPs)
9.	Serves as a liaison between security, the community and the health care system: <ul style="list-style-type: none"> • Visibility with the Sheriff's Dept. • Active and regular meeting with the Sheriff and appointees
10.	Assists in developing, reviewing and evaluating the training program for jail staff – the training will include, but not limited to: <ul style="list-style-type: none"> • Basic First Aid • CPR • Recognition of signs and symptoms of common illnesses
11.	Approves all medical records forms.
12.	Directs the ongoing medical program in the jail as defined in the Standards for the Accreditation of Medical Care and Health Services in Jails.
13.	Assists the jail in developing and implementing policies that assure high quality medical and nursing care. Assists in preparation of certain policies and procedures concerning the following: <ul style="list-style-type: none"> • Emergency treatment of Inmates • Prescription medication • Special Diets
14.	Responsible for tracking the management of patients transferred to Hospital for treatment.
15.	Provides tracking and accounting for all inmate medical expenses that occur away from the Jail.

Mission

It is the mission of CorrectHealth to provide high quality, cost-effective, comprehensive healthcare inside the walls of correctional facilities.

Acknowledgement of Receipt and Understanding

I have reviewed the job description of **Medical Director** and have been afforded the opportunity to ask questions. I understand the expectations for this job. CorrectHealth, reserves the right to revise or change job duties and responsibilities as the need arises. All proprietary information will not be disclosed or reproduced without the written consent of CorrectHealth.

Employee Signature

Date



Job Description

Health Services Administrator (HSA)

Employee Name: _____ Date: _____

Job Title: _____ Certification: _____

Reports to: Executive Director of Clinical Services Job Code: _____

Job Summary

This is a managerial position responsible for the efficient and effective administration of all aspects of the health care services 24hrs daily, 7days a week. This position is responsible for the clinical, financial, administrative, information technology and human resources systems.

The HSA/HSC promotes the highest quality of patient care through application of fair and equitable policies and procedures in collaboration with other health services team members and correctional staff. Duties are operationally directed with an emphasis on appropriate resource utilization and performance standards as established by NCCHC, ACA and other accrediting agencies. Display's personal attributes including leadership, team building, ethics, integrity and professionalism.

Education Requirements

1. BS degree in Nursing or health management related field or higher.
2. Holds and maintains if applicable current professional license to practice in the state of employment.
3. Maintains current American Heart Association BLS.
4. Must have a minimum of two (2) consecutive years' experience as a full time HSA at a correctional facility with an Average Daily Population (ADP) greater than or equal to one thousand (1,000) inmates or one (1) year as a full-time regional manager of a correctional medical service system wherein the managed region has at least one (1) site with an ADP of greater than one thousand (1,000) inmates.
5. Strong analytical and decision-making skills.
6. Experience in short term and long term planning, budgeting and contracting.
7. Strong interpersonal skills.
8. Strong computer skills including office software and internet.

Physical Requirements

Able to lift, bend, stand, stoop, walk, go up and down stairs, run, push, pull, and reach overhead.

Position Accountabilities

HSA/HSC	
1.	Supports philosophy, objective and goals of the medical department.
2.	Adheres to policy and procedures
3.	Functions as a role model and provides instructions and support to the health care team.
4.	Assumes individual accountability for own conduct.
5.	Maintains professional appearance as directed by the CH Employee Handbook.
6.	Demonstrates good customer services and telephone etiquette.
7.	Ensures client satisfaction by acting as liaison between jail administration, ancillary services, CorrectHealth and staff.
8.	Approaches change in a positive manner.
9.	Accepts and learns from constructive criticism.
10.	Utilizes time effectively.
11.	Accounts for time away from work area.
12.	Demonstrates appropriate communication skills by sharing, clarifying, reflecting, and interpreting.
13.	Available to provide shift coverage when needed as applicable.
14.	Demonstrates the organizational skills required to multi task.
15.	Demonstrates calm behavior in times of stress, conflict or tense situations.
16.	Maintains professionalism at all times while representing CH.
17.	Functions as a team player and assist co-workers as needed.
18.	Conducts and coordinates staff meeting in-services, for medical, correctional staff, and inmates as required.
19.	Contributes to the corporate initiatives through active participation in monthly management meetings.
20.	Attends programs to meet identified needs through in-services, and other formal and informal means.
21.	Completes annual in-service hours as required by NCCHC and CH standards to include Infection Control, Safety, OSHA, etc.
22.	Participates in cross-training within the department and company within their scope of practice.
23.	Adheres to established corporate and facility policies and procedures.
24.	Identifies existing and potential personnel and client problems and takes appropriate action.
25.	Uses good judgment in meeting the responsibilities and performing the duties of the position.
26.	Recognizes potential safety problems and intervenes to correct with preventative measures.
27.	Reports to corporate all incidents/accidents and documents sentinel events at the time of the occurrence.
28.	Reports to the VP of Clinical Services about matters that affect the organization's ability to function and fulfill its contractual and legal obligations.
29.	Prepares external and internal reports and submits in a timely manner.
30.	Serves as a resource and advisor to healthcare staff on matters pertaining to corporate management and organizational philosophy.
31.	Serves as an advisor and resource to facility administration.

HSA/HSC	
32.	Develops and maintain relationship with community based organizations.
33.	Ensures company records are updated and maintained according to policy and procedures.
34.	Ensures staff has the equipment and supplies to perform day to day operations.
35.	Serves as an advisor and resource to corporate administration.
36.	Assist in the development, preparation and maintenance of the annual budget.
37.	Maintains confidentiality of medical records and patient information.
38.	Participates in Human Resource planning and recruitment.
39.	Operates within budget guidelines, justifies variances
40.	Ensures staff performance evaluations are completed timely.
41.	Utilizes the company's performance evaluation process to positively impact the employee's development.
42.	Utilizes the company's progressive disciplinary process to positively impact the employee's development.
43.	Oversee the management of the occupational health and safety programs, ensuring all exposures/injuries are appropriately reported and established CH Policies and procedures are followed.
44.	Maintains up to date personnel files in a secure and confidential manner.
45.	Ensures bi-directional flow of information in a timely manner to Human Resources.
46.	Acts as a liaison with Health Service Providers and ancillary services to ensure a collaborative approach to the delivery of healthcare services.
47.	Monitors and reports the conditions of the medical areas for safety, state of repair and other required services.
48.	Maintains cleanliness and restocks work area
49.	Identifies operational problems and develops systems and procedures to achieve efficient health care operations.
50.	Initiates or reviews the purchase of supplies including pharmaceutical and equipment, within approved budget.
51.	Establishes update, and ensures compliance of site specific policies and procedures.
52.	Oversees medical records management while maintaining confidentially.
53.	Assures necessary staffing levels to meet the contractual agreement.
54.	Develops, administers and maintains immunization programs for healthcare staff and/or security.
55.	Oversees ongoing accreditation activities.
56.	Meets with Facility Administration and represents the interest of the Medical department and CH.
57.	Monitors inpatient hospitalization and outpatient services. Coordinates with Medical Director and Midlevel Providers to case manage.
58.	Audits ancillary service billing for accuracy.
59.	Audits and ensures staff compliance with CH pharmacy manual, and policy and procedures.
60.	Reviews and critiques man down drills/events with staff.
61.	Conducts and/or critique mass disaster drill or actual events according with NCCHC standards.
62.	Ensures inmate grievances are responded to within the allotted facility time and maintains grievance logs.
63.	Participates in the orientation and training for all new employees.

HSA/HSC

- | |
|---|
| 64. Documents, monitors and reports all sentinel events to VP of Clinical Services, CQI Director and General Counsel. |
| 65. Actively involved in complex case management. Proactive with interventions. |
| 66. Participates in Continuous Quality Improvement (CQI). |
| 67. Able to perform all duties of the RN. |
| 68. Able to perform all duties of the LPN. |
| 69. Completes any other tasks as assigned by corporate. |

Mission

It is the mission of CorrectHealth to provide high quality, cost-effective, comprehensive healthcare inside the walls of correctional facilities.

Acknowledgement of Receipt and Understanding

I have reviewed the job description of **HSA / HSC** and have been afforded the opportunity to ask questions. I understand the expectations for this job. CorrectHealth, reserves the right to revise or change job duties and responsibilities as the need arises. All proprietary information will not be disclosed or reproduced without the written consent of CorrectHealth.

Employee Signature

Date



Job Description

Registered Nurse

Employee Name: _____ Date: _____

Job Title: _____ Certification: Registered Nurse

Reports to: _____ Job Code: 5101

Mission

It is the mission of CorrectHealth to provide high quality, cost-effective, comprehensive healthcare inside the walls of correctional facilities.

Job Summary

A registered professional nurse is responsible for the delivery of patient care through the nursing process of assessment, planning, implementation, and evaluation. Directs and guides patient teaching, clinical care, and ancillary personnel while maintaining standards and ethics of professional nursing in accordance with applicable State Board of Nursing and other accrediting agencies. Provides strong analytical, decision-making skills and has positive communication skills.

Education Requirements

1. Graduate from a national or state approved school of nursing.
2. Holds and maintains a current license to practice as a Registered Nurse in the state of employment.
3. American Heart Association BLS

Physical Requirements

Able to lift, bend, stand, stoop, walk, go up and down stairs, run, push, pull, and reach overhead.

Position Accountabilities

Registered Nurse	
1.	Supports philosophy, objective and goals of CH and its facilities.
2.	Accepts and performs staffing assignments and other related duties as required or assigned.
3.	Demonstrates adherence to policy and procedures, including but not limited to CH and the facility.
4.	Functions as a role model by providing instructions and clinical support to the health care team and correctional staff.
5.	Delegates assignments and tasks appropriately.
6.	Demonstrates good customer service skills and telephone etiquette.
7.	Assumes individual accountability for own conduct.
8.	Maintains professional appearance as directed by the CH Employee Handbook.
9.	Approaches change in a positive manner.
10.	Motivates staff to work as a team.
11.	Accepts and responds to constructive criticism in a positive manner.
12.	Maintains productivity and utilizes time effectively by being prepared to start promptly and end shift timely.
13.	Accounts for time away from work area.
14.	Demonstrates appropriate communication skills by sharing, clarifying, reflecting, and interpreting.
15.	Available to provide shift coverage when needed.
16.	Demonstrates the organizational skills required to multi task.
17.	Demonstrates calm behavior in times of stress, conflict or tense situations.
18.	Demonstrates respect for the work environment including resources, people, processes and property.
19.	Maintains professionalism at all times while representing CH.
20.	Functions as a team player and assists co-workers as needed.
21.	Attends and participates in monthly staff meetings.
22.	Assists in the presentation of in-services, training and education of medical and correctional staff, as requested.
23.	Actively participates in the accreditation process.
24.	Attends programs to meet identified needs through in-services, and other formal and informal means.
25.	Completes annual in-service hours as required by NCCHC, CH standards, and other regulatory agencies to include Infection Control, Safety, OSHA, and other areas as defined by CH.
26.	Identifies existing and potential problems and takes effective action.
27.	Identifies needed improvement in patient care, procedures, equipment, supplies and makes recommendations to supervisor.
28.	Reports to supervisor and documents all incidents/accidents, sentinel events at the time of the occurrence.
29.	Demonstrates working knowledge of security procedures and practices as they pertain to healthcare delivery.
30.	Participates in cross-training within the department.
31.	Provides leadership in the coordination of multidisciplinary health care for integrated delivery of patient care services.

Registered Nurse	
32.	Maintain confidentiality of medical records and patient information.
33.	Recognition of signs and symptoms and knowledge of action required in a potential emergency; responds appropriately to emergencies.
34.	Recognition of signs and symptoms of acute and chronic illness. Reports problems to supervisor and/or Provider.
35.	Implements procedures for any outside transfer of patient.
36.	Participates and documents in discharge planning.
37.	Applies skills and available resources in obtaining a health history and assessment.
38.	Performs Nurse Sick Call and implements Nursing Protocols. Refers complex medical problems to the appropriate clinician.
39.	Assists with Provider Sick Call and procedures.
40.	Performs rounds and duties of infirmary or medical observation beds.
41.	Demonstrates the ability to perform daily assigned tasks and reports to the next shift.
42.	Performs and documents basic nursing procedures, including but not limited to, phlebotomy, IV's, EKG's, PPD's, FSBS and other nursing treatments.
43.	Maintains sharps accountability. Destroys and properly disposes all sharps. Attempts to resolve discrepancies and reports unresolved discrepancies to supervisor.
44.	Documents all clinical patient encounters in SOAPE (subjective, objective, assessment, plan, education) format completely, accurately, and timely.
45.	Documents all other pertinent information in narrative form.
46.	Participates with co-workers to initiate, copy, and maintain MAR's, chart checks, and order transcription.
47.	Maintains cleanliness and restocks work area.
48.	Prepares for pill call and distribute medications using the five rights of medication distribution.
49.	Inventories and reorders medications
50.	Documents on MAR the administration or refusal of medications.
51.	Counts narcotics and verifies the correct amounts, and attempts to resolve discrepancies. Reports unresolved discrepancies to supervisor.
52.	Performs and documents Iso-Seg rounds.
53.	Performs and documents lockdown clearance.
54.	Performs and documents Inmate worker screening.
55.	Pulls and files medical records and loose paper work.
56.	Initiates and completes involuntary commitment paperwork (1013) for mental health placement.
57.	Provides and documents patient counseling of medication non compliance and refers to appropriate Provider.
58.	Appropriately prepares and maintains logs and assist the HSA/HSC with collection of monthly data.
59.	Makes treatment decisions based on assessment data and communicates appropriately.
60.	Participates in Continuous Quality Improvement (CQI).
61.	Completes additional tasks assigned by the RN, HSA or administrative tasks assigned by the HSC.

Acknowledgement of Receipt and Understanding

I have reviewed the job description of RN and have been afforded the opportunity to ask questions. I understand the expectations for this job. CorrectHealth reserves the right to revise or change job duties, schedules, and responsibilities as the need arises. All proprietary information will not be disclosed or reproduced without the written consent of CorrectHealth.

Employee Signature

Date



SOQ 22-052 Health Care Services for the Jefferson Parish Correctional Center

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

09-Nov-2022 03:09:21 PM

General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

B. Firm Name & Address:

Advantage Medical Professionals, LLC
3340 Severn Avenue, Suite 320
Metairie, LA 70002

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

Gina Cannatella
Vice President
504-883-8718
Gina@AMPstaffing.com

D. Address of principal office where Project work will be performed:

Jefferson Parish Correctional

E. Is this submittal by a JOINT-VENTURE? Please check:

YES _____ NO ☒ _____

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

2.

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES _____ NO _____

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.		
2.		
3.		
4.		
5.		

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project:

Advantage provides temporary nurses as needed

J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

PROFESSIONAL NO. 1

Name & Title:

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1.		
2.		
3.		
4.		

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

Jefferson Parish
State of Louisiana

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature:  Print Name: Gina Cannatella

Title: Gina Cannatella/Vice President Date: 01-05-2023