

CONTRACT DATA SHEET

PSC Type (check one): New Addendum Sole Source: Yes No

Contractor Information	
1. Legal Name of Contractor:	<u>The University of Louisville School of Public Health and Information Sciences</u>
2. Address:	<u>485 East Gray Street</u>
3. City, State, & Zip:	<u>Louisville, KY 40202</u>
4. Contractor Contact Person:	<u>Tina Hembree</u>
5. Phone:	<u>502-852-7881</u> Email: <u>tina.hembree@louisville.edu</u>
6. Revenue Commission Taxpayer ID#:	<u>[REDACTED]</u>
7. Federal Tax ID # (SSN if sole proprietor):	<u></u>

Department Information	
8. Requesting Department:	<u>Department of Public Health and Wellness</u>
9. Contact Person Name & Telephone:	<u>Tammy Anderson, - (502) 574-5552</u>

Contract Information	
10. Not to exceed amount:	<u>\$ 105,887.92</u>
11. Are expenses reimbursed?	<u>Yes</u>
12. If yes list allowable expenses and maximum amount reimbursable:	<u>Refer to contract</u>
13. Beginning and ending date of the contract:	<u>04/18/2016 - 04/30/2017</u>
14. Funding Source	<u>1101-605-4110-411658-521301</u> Federal Funds <input type="checkbox"/> yes <input type="checkbox"/> no
15. Scope & Purpose of the contract: The University of Louisville School of Public Health and Information Sciences will provide a Director of Health for the Louisville Metro Department of Health and Wellness (LMPHW).	

Authorizations	
Department Director:	<u>Tammy Anderson</u> Date: <u>3/10/16</u>
Purchasing Director:	<u>Joe Neumann</u> Date: <u>3/14/16</u>
County Attorney:	<u>[Signature]</u> Date: <u>4/20/16</u>
<i>The County Attorney has written the attached Professional Service Contract or Sole Source Contract and has approved that document as to the legality of the instrument itself only and as to its form.</i>	

For Purchasing Use Only	
Contractor is registered and in good standing with the Revenue Commission	<input checked="" type="checkbox"/>
Human Relations Commission requirements have been met	<input checked="" type="checkbox"/>
Insurance requirements have been satisfied	<input checked="" type="checkbox"/>
If federally funded, Federal Debarment standing has been verified	<input checked="" type="checkbox"/>

Attach all justification documentation to this form, along with signed Written Findings Form.

WRITTEN FINDINGS

EXPLAINING NECESSITY FOR USING NONCOMPETITIVE NEGOTIATION FOR PSC

This document constitutes written request and findings, as required by KRS 45A.380 stating the need to purchase through noncompetitive negotiation. By the signatures listed below, the Requesting Department has determined, and the Chief Financial Officer concurs, that competition is not feasible because:

_____ A. An emergency exists which will cause public harm as a result of the delay in competitive procedures. **** Mayors Approval required for emergency purchases exceeding \$10,000.**

_____ B. There is a single source within a reasonable geographic area of the supply or service to be procured or leased (attach sole source determination from the Purchasing Department).

X _____ C. The contract is for the services typically provided by a licensed professional, such as an attorney, architect, engineer, physician, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; an artist such as a sculptor, aesthetic painter, or musician; or a non-licensed professional such as a consultant, public relations consultant, advertising consultant, developer, employment department, construction manager, investment advisor, or marketing expert and the like.

_____ D. The contract is for the purchase of perishable items purchased on a weekly basis, such as fresh fruits, vegetables, fish, or meat.

_____ E. The contract is for replacement parts where the need cannot reasonably be anticipated and stockpiling is not feasible.

_____ F. The contract is for proprietary items for resale.

_____ G. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the city.

_____ H. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids.


_____ I. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment liability insurance.

_____ J. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the Metro Government.

_____ K. The contract was solicited by competitive sealed bidding and no bids were received from a responsive and responsible bidder.

_____ L. Where, after competitive sealed bidding, it is determined in writing that there is only one (1) responsive and responsible bidder.

 _____
Requesting Department Director Date 3/10/16

 _____
OMB/Purchasing Approval Date 3/15/16

**Mayor Date

**Signature is required only for Written Finding A



**PUBLIC HEALTH AND WELLNESS
LOUISVILLE, KENTUCKY**

GREG FISCHER
MAYOR

SARAH MOYER, MD, MPH
INTERIM DIRECTOR

To: Purchasing
Office of Management & Budget

From: Tammy Anderson, Chief of Staff
Louisville Metro Public Health & Wellness

Date: 03/14/2016

RE: PSC – The University of Louisville

After careful consideration, Mayor Fischer has appointed a new full time Health Director to serve a joint appointment between Louisville Metro Public Health and Wellness and the University of Louisville School for Public Health and Wellness. Please note that the Health Director and Medical Director are two completely separate positions. Please accept this memo as justification to process a PSC with University of Louisville to provide a Health Director for Louisville Metro Public Health and Wellness through a partnership with the University's School of Health and Information Sciences.

AGREEMENT

THIS PROFESSIONAL SERVICE CONTRACT, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through its **DEPARTMENT OF PUBLIC HEALTH AND WELLNESS** and the **LOUISVILLE METRO BOARD OF HEALTH** herein referred to as "**METRO GOVERNMENT**", and the **UNIVERSITY OF LOUISVILLE ("UNIVERSITY")** by and through its **SCHOOL OF PUBLIC HEALTH AND INFORMATION SCIENCES ("ULPH")**, 485 East Gray Street, Louisville, KY 40202.

WITNESSETH:

WHEREAS, the Metro Government desires to employ a Director of Health ("Director") for LMPHW and the Board of Health; and

WHEREAS, the statutory and job requirements of the position mandate that Director be qualified as a public health administrator and be licensed to practice medicine or eligible to be licensed to practice medicine in the State of Kentucky; and

WHEREAS, ULPH has determined that it needs a faculty member with experience in public health administration who is qualified to work with the Metro Government and the Board of Health as Director; and

WHEREAS, the Metro Government, LMPHW, the Board of Health and ULPH have conducted a nationwide search for an individual who will meet the needs of all the parties and serve as Director; and

WHEREAS, the parties desire to enter into a joint working arrangement for the services of Director; and

WHEREAS, pursuant to K.R.S. 45A.380 the Metro Government has determined that competition is not feasible and that this Agreement is for the services of a professional; and

WHEREAS, University possesses the requisite experience and qualifications to provide the unique nature of the services desired by the Metro Government;

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

Cell 17

I. SCOPE OF PROFESSIONAL SERVICES

A. University agrees as follows:

1. University agrees that upon approval of the University Trustees, Director shall have full-time faculty status in the ULPH, and may have secondary appointments in other schools of the University;
2. University agrees that the primary responsibilities of Director shall be to LMPHW and the primary office of Director shall be at LMPHW;
3. University agrees that Director's duties to University must be consistent with LMPHW's mission and obligations and must not conflict with Director's duties to LMPHW;
4. Director's responsibilities and duties, as Director of LMPHW, shall include, but not be limited to, the following:
 - a. Director shall be responsible for all programs and operations of the BOH and LMPHW;
 - b. Director shall report to the Louisville Metro Mayor or his designee on all matters concerning the BOH and LMPHW;
 - c. Director shall be responsible to the BOH through its Chairman as to LMPHW programs, projects and operations related to the BOH's statutory duties and obligations;
 - d. Director shall perform such duties as set out in the Metro Government job description, attached hereto and made a part hereof as though fully set out herein, marked Exhibit 1;
 - e. Director shall perform such duties as prescribed in KRS Chapter 212 and all other applicable regulations and laws, whether local, state or federal, and as set out in all contracts or obligations undertaken by LMPHW;
 - f. Director shall perform related duties and assignments as directed by the Metro Government and by the Board of Health in accordance with its statutory duties;
 - g. Director shall maintain the policies and protocols requiring physician direction as listed on Exhibit 2, attached hereto and made a part hereof as though fully set forth herein;
 - h. Director shall review and sign protocols as listed in Exhibit 3 attached hereto and made a part hereof as though fully set forth herein;
 - i. Director shall review and sign standing orders as listed in Exhibit 4 attached hereto and made a part hereof as though fully set forth herein; and
 - j. Director shall act as the representative of the Board of Health and the Metro Government on the various boards, committees, task forces, etc such as those listed in Exhibit 5 attached hereto and made a part hereof as though fully set forth herein.
5. Director, as a faculty member of University, shall have the following responsibilities and duties:
 - a. ULPH Chair and Dean shall determine the duties of Director to University; and

- h. Director shall accept teaching and research assignments that include supervision of ULPH students assigned to LMPHW, which are consistent with LMPHW's mission and obligations.

B. ACCOUNTABILITY OF THE DIRECTOR

1. Director shall be a ULPH employee assigned to the Metro Government and the Board of Health and accountable to the Metro Government and the Board of Health with regard to his/her statutory duties and obligations; and
2. With regard to Director's responsibilities to ULPH, Director will be accountable to the appropriate Dean.

II. FEES AND COMPENSATION

A. The Metro Government shall contribute to ULPH one-half of Director's compensation to include fringe benefit costs, and shall provide payment to ULPH on a monthly basis after receipt of a detailed invoice from University. The Metro Government shall provide compensation to ULPH for the compensation of the Director in the amount of **FOUR THOUSAND FIVE HUNDRED THIRTY DOLLARS AND SIXTY ONE CENTS (\$4,538.61)** for services from April 18, 2016 to April 30th, 2016 and **NINE THOUSAND SEVENTY SEVEN DOLLARS AND TWENTY-ONE CENTS (\$9,077.21)** per month thereafter not to exceed **ONE HUNDRED FOUR THOUSAND THREE HUNDRED EIGHTY SEVEN DOLLARS AND NINETY TWO CENTS (\$104,387.92)**.

ULPH shall generate a University paycheck to Director. ULPH further agrees that Director shall receive all usual and ordinary faculty benefits including fringe benefits through University.

In the event that the Metro Government terminates this Agreement, the Metro Government shall not be responsible for any further contribution to ULPH for the ULPH employee and the employee shall no longer hold the Director position. ULPH shall then solely determine the employee's wage and duties.

In the event that ULPH terminates Director, ULPH shall not be responsible for any further compensation of the employee; provided, however, the Metro Government shall then have the opportunity to hire the terminated ULPH employee. The Metro Government shall then solely determine the employee's wage and duties.

In the event that ULPH were to increase their portion of the Director's salary, that will in no way increase the obligation of Metro Government.

The Metro Government shall provide Director **ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00)** for Continuing Medical Education expenses.

Total compensation payable under this Agreement shall not exceed **ONE HUNDRED FIVE THOUSAND EIGHT HUNDRED EIGHTY SEVEN DOLLARS AND NINETY TWO CENTS (\$105,887.92)**.

B. The Metro Government shall reimburse out-of-pocket expenses if they are reasonable in amount and necessary to accomplish the scope of services of this Agreement. The Metro Government will not reimburse first class air fare, personal phone calls, short term parking expenses, or other premium type expenses. The Metro Government reserves the right to reduce or disallow expenses considered excessive or unnecessary under this contract.

C. University agrees that all outstanding invoices at the end of the fiscal year (June 30) must reach the Metro Government no later than July 15 of the following fiscal year. University agrees that original invoices that are not in Metro Government possession by this time will not be paid and University agrees to waive its right to payment for services billed under such invoices.

III. DURATION

A. This Agreement shall begin April 18, 2016 and shall continue through and including March 31, 2017.

B. This Agreement may be terminated by submitting thirty (30) days' written notice to the non-terminating party of the intent to terminate. This Agreement may also be terminated by any party, without notice to the non-terminating party, because of fraud, misappropriation, embezzlement or malfeasance or a party's failure to perform the duties required under this Agreement. A waiver by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

C. In the event of termination, payment for services complete up to and including date of termination shall be based upon work completed at the rates identified in this Agreement. In the event that, during the term of this Agreement, the Metro

Council fails to appropriate funds for the payment of the Metro Government's obligations under this Agreement, the Metro Government's rights and obligations herein shall terminate on the last day for which an appropriation has been made. The Metro Government shall deliver notice to University of any such non-appropriation not later than 30 days after the Metro Government has knowledge that the appropriation has not been made.

IV. EMPLOYER/EMPLOYEE RELATIONSHIP

It is expressly understood that no employer/employee relationship is created by this Agreement nor does it cause University to be an officer or official of the Metro Government. By executing this Agreement, the parties hereto certify that its performance will not constitute or establish a violation of any statutory or common law principle pertaining to conflict of interest, nor will it cause unlawful benefit or gain to be derived by either party.

V. RECORDS-AUDIT

University shall maintain during the course of the work, and retain not less than five years from the date of final payment on the contract, complete and accurate records of all of University's costs which are chargeable to the Metro Government under this Agreement.

VI. DEFENSE AND INDEMNITY

If a claim for money damages is brought against the Director, the Metro Government agrees to defend and indemnify her as if she were a Metro employee covered by KRS 65.200-.2006 and Louisville Metro Codified Ordinances Sections 35.180-35.183.

VII. REPORTING OF INCOME

The compensation payable under this Agreement may be subject to federal, state and local taxation. Regulations of the Internal Revenue Service require the Metro Government to report all amounts in excess of \$600.00 paid to non-corporate contractors. University agrees to furnish the Metro Government with its taxpayer identification number (TIN) prior to the effective date of this Agreement. University further agrees to provide such other information to the Metro Government as may be required by the IRS or the State Department of Revenue.

VIII. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be Franklin Circuit Court, Frankfort, Kentucky. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

IX. AUTHORITY

The University, by execution of this Agreement, does hereby certify and represent that it is qualified to do business in the State of Kentucky, has full right, power and authority to enter into this Agreement.

X. CONFLICTS OF INTEREST

Pursuant to KRS 45A.455:

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any

contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:

(a) He, or any member of his immediate family has a financial interest therein; or

(b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or

(c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the

prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the parties that is not embodied in this Agreement. This Agreement cannot be amended, modified, or supplemented in any respect except by a subsequent written agreement duly executed by all of the parties hereto.

XII. SUCCESSORS

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

XIII. SEVERABILITY

If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision

cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision hereunder.

XIV. COUNTERPARTS

This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

XVI. CALCULATION OF TIME Unless otherwise indicated, when the performance or doing of any act, duty, matter, or payment is required hereunder and a period of time or duration for the fulfillment of doing thereof is prescribed and is fixed herein, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. For example, if on January 1, University is directed to take action within ten (10) calendar days, the action must be completed no later than midnight, January 11.

XVII. CAPTIONS The captions and headings of this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of any provisions of this Agreement.

XVIII. MISCELLANEOUS University agrees that, in the event it receives from the Metro Government any protected health information, it will not disclose any of that information to any third party unless the disclosure complies with the rules and regulations of the Health Insurance Portability and Accountability Act ("HIPAA"), codified in 42 U.S.C. § 1320d and 45 C.F.R. 160-164. University shall hold in strictest confidence all documentation, information, and observations gathered in the performance of this Agreement, and University agrees to negotiate and execute a mutually acceptable Health Department Business Associate Agreement, if applicable

for the project. University further agrees to require any of its subcontractors to both abide by the aforementioned HIPAA prohibitions against the unauthorized disclosure of confidential and protected health information and to sign an approved Metro Government's Business Associate Agreement that contains substantially the same terms as the Metro Government's Business Associate Agreement .

The Metro Government and University agree to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et. seq.*) and all implementing regulations and executive orders, and section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701) and the Kentucky Equal Employment Act of 1978 (K.R.S. § 45.550 to 45.640) and the Americans with Disabilities Act (42 U.S.C. § 12101 *et. seq.*). No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in relation to activities carried out under this Agreement on the basis of race, color, age, religion, sex, disability or national origin. This includes provision of language assistance services to individuals of limited English proficiency seeking and/or eligible for services under this Agreement.

University nor any of its employees or personnel shall speak on behalf of or as a representative of the Metro Government or the Department of Public Health and Wellness without the express authorization of the Director of that Department or his designee.

The University shall reveal any final determination of a violation by the University or subcontractor within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the University or subcontractor. The University shall be in continuous compliance with the provisions of KRS Chapters 136.

139, 141, 337, 338, 341 and 342 that apply to the University or subcontractor for the duration of the contract.

WITNESS the agreement of the parties hereto by their signatures affixed hereon.

APPROVED AS TO FORM AND LEGALITY:


MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY

Date: 4/25/16

LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT


YVETTE GENTRY, CHIEF OF COMMUNITY BUILDING, MAYOR'S OFFICE

Date: 4-14-14

UNIVERSITY OF LOUISVILLE



DR. JOANN SCHULTE, DO, MPH
DIRECTOR, DEPARTMENT FOR PUBLIC HEALTH AND WELLNESS

Date: 3/24/2016


GREGORY C. POSTAL, M.D. POSTEL, M.D.
INTERIM EXECUTIVE VICE PRESIDENT FOR HEALTH AFFAIRS

Date: _____

Recommended by:


Glenn Bossmeyer
Associate University Counsel


DR. CRAIG BLAHELY
DEAN, SCHOOL OF PUBLIC HEALTH AND INFORMATION SCIENCES

Date: _____

Health Department - PSC with The University of Louisville School of Public Health and Information Services for Payment of the Salary of the Director of Health Fiscal Year 2016-2017 031116 [pr]

EXHIBIT 1

Effective Date: 07/01/86
Revision Date: 07/26/92 ADA, 05/25/04
09/15/03

Code: 9261

DIRECTOR OF PUBLIC HEALTH SERVICES

ESSENTIAL FUNCTIONS

Directs comprehensive health programs and operations including community health, environmental, support and professional services, research and other health services pursuant to KRS Chapter 212. Communicates with the public, medical community, educational institutions, federal and state agencies and allied health professionals concerning health programs and needs. Establishes and implements departmental goals, budget, policies, procedures and programs. Exercises supervision over subordinate personnel.

EXAMPLES OF THE WORK (These statements are intended to be illustrations of the work of this class)

UNDER POLICY DIRECTION:

- Directs the planning and development of the strategic plan for the department and prioritizes projects to meet goals, objectives and budget allocations.
- Formulates and implements policies and procedures concerning public health services which are presented for adoption by the Board of Health.
- Serves in an ex-officio role as secretary to the Board of Health.
- Collaborates with the University of Louisville and the School of Public Health to design and implement practicum programs and publishable projects to allow graduate students to gain experience in the health field and obtain research and publications for the department.
- Seeks public and private funding for key academic and departmental programs.
- Develops and organizes the department structure to insure maximum utilization of available resources.
- Directs the preparation of the department budget and the monitoring of expenditures and funds received.
- Mentors students in the University of Louisville School of Public Health and Information Services and shares information concerning practical, hands-on experience in the health field.
- Conducts public health training programs for physicians and allied health professionals.
- Directs and conducts research on community health needs and trends in public health medicine and prepares and submits reports.
- Represents the department to governmental agencies, medical community, educational institutions and the public regarding public health programs, projects and operations.
- Analyzes data on the effectiveness and efficiency of programs and services and implements corrective action.
- Performs related work.

MINIMUM REQUIREMENTS

Doctorate degree in Medicine and a Master's degree in Public Health, Environmental Health, Epidemiology, Business or Public Administration or a related field.
Five years of public health services experience, including two years of program planning, evaluation, administrative or managerial experience.
An equivalent combination of education and experience may be substituted, but must include two years of managerial experience.
Must be licensed to practice Medicine in the State of Kentucky.

SPECIAL REQUIREMENTS

Must not engage in a private medical practice.
Must be duly qualified and licensed or eligible for licensure as a medical practitioner in the State of KY.

E.F.O.C. 1

Exempt

EXHIBIT 2

Policies and Protocols Requiring Physician Direction

- Administration of vaccines against Diphtheria, Tetanus, and Pertussis
- Administration of vaccines against Measles, Mumps, and Rubella
- Hepatitis A Prophylaxis Policy
- Procedure for Administering Hepatitis A vaccine for Non-Travelers
- Procedure for Routine Administration of Hepatitis B vaccine
- Procedure for Post vaccination Hepatitis B Serology
- Procedure for Administration of Hib vaccine
- Procedure for Administration of Lyme Disease vaccine
- Procedure for Administration of Meningococcal Polysaccharide vaccine
- Occupational Exposure to Potentially Infective Materials
- Procedure for HIV testing for Oral Test Kits
- Administration of vaccines against Pneumococcal Disease, including Prevnar
- Administration of vaccines against Poliomyelitis
- Assessment of persons for possible Rabies Prophylaxis
- Administration of Rabies Prophylaxis: pre-exposure
- Administration of Rabies Prophylaxis: post-exposure
- Procedure for Isolation of persons with rash illnesses
- STD Standing Orders
- Procedure for performance of TB skin testing
- Administration of Varicella vaccine
- Procedures surrounding isolation of TB infected individuals
- MD guidance and oversight for any Public Health Crisis/Disaster such as communicable disease outbreaks, floods, tornadoes, WMD, or bioterrorism
- School Health Protocols
- MD Approval for Purchase of Pharmaceuticals/Vaccines

9/28/01

- Review and Signature for Protocols
- Review and Signature for Standing Orders
- Kentucky Public Health Practice Reference (PHPR)
- KDPH Organization Structure
- Division of Adult and Child Health Directory
- Division of Epidemiology and Health Planning Directory
- Division of Laboratory Services Directory
- Division of Local Health Department Operations Directory
- Division of Public Health Protection and Safety Directory
- Division of Resource Management
- Local Health Department Organizational Structure

General Information

- Description and Purpose of the Kentucky PHPR
- Philosophy for Service Delivery
- Patient Rights
- Patient Responsibilities
- Consent for Services
- Who May Give Consent
- Health Education, Anticipatory Guidance, and Counseling
- Outreach and Follow-up
- Referrals
- Referral Sources
- Staff Requirements and Training

General Policies and Equipment

- Isolation Precautions
- Latex Allergies
- Incident Reporting
- Guidelines for Laboratory/Radiology Follow-up
- Other Direct Care Services
- Drug and Device Guidelines
- Drugs, Devices, and Equipment to Have Available
- Procedure for Providing Injectable Drugs and Immunobiologics
- Recommended Route/Site/Needle Size for Injections

EXHIBIT 3

REVIEW AND SIGNATURE/DATE FOR PROTOCOLS

I have reviewed the following protocols contained within the Kentucky Public Health Practice Reference. These protocols are approved for use by the Jefferson County Health Department. I understand that I will review these protocols at least annually, and that any changes, deviations or additional protocols will be brought to my attention for approval before implementation.

M.D. Signature

Date

Protocol for:

Adult Preventive Health Visit (Annual)
Adult Preventive Health Visit (Initial)
Blood Lead Levels and Follow-up
Breast and Cervical Cancer Screening Visit
Cardiovascular and Diabetes Screening
Childhood Lead Poisoning Prevention Services
Deferring a Physical Exam for Oral Contraceptives or Depo Provera
Diagnosed or Suspected Chronic Conditions (Regional Pediatrics)
Drug Monitoring for Adults with Disease (TR)
Emergency Contraceptive Pills
Family Planning Services
Fluoride Supplementation
Gestational Diabetes Screening
Grief Counseling Services
HIV Testing/Counseling
Lead Management Home Visit
Maternal Serum Screening
Medical Consultation/Referral of the Antepartum/Postpartum Patient
Medical Emergencies
Medical Nutrition Therapy
Newborn Screening
Postpartum Screening of Gestational Diabetes
Preconceptional Care
Pregnancy Test
Prevention of Perinatal Group B Streptococcal Disease
Prevention of Preterm Labor
 Screening for Bacterial Vaginosis
 Screening and Referral for Periodontal Disease
Rabies Preexposure Prophylaxis
Rabies Postexposure Prophylaxis
Recommended Accelerated Immunization Schedule for Infants and Children <7 Years of Age
Recommended Immunization Schedule for Persons ≥7 Years of Age Not
 Vaccinated at the Recommended Time in Early Infancy
Recommended Schedule for Routine Active Immunization of Infants and Children
Reducing Preconception/Prenatal HIV Transmission
Referral to First Steps for Evaluation and Eligibility
Routine and Non-Routine Immunization

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Safety Seat Services
Screening Blood Lead Test
Spacing Live and Killed Antigen Administration
Tetanus Prophylaxis in Routine Wound management
Treating Anaphylactic Shock
Treatment of Common STDs
Tuberculosis
WIC Certification
WIC Certification Counseling
WIC Certification Counseling for Specific Nutritional Risk
WIC Follow-up Counseling
By Risk and Category
By Topic (Counseling for Women and Children)
By Age (Required Counseling for Infant)

EXHIBIT 4

REVIEW AND SIGNATURE/DATE FOR STANDING ORDERS

I have reviewed the following standing orders within the Kentucky Public Health Practice Reference. These standing orders are approved for use by the Jefferson County Health Department. I understand that I will review these standing orders at least annually, and that any changes, deviations or additional standing orders will be brought to my attention for approval and signature before implementation.

M.D. Signature

Date

Standing Order for:

Deferring a Physical Exam for Oral Contraceptives or Depo Provera
Emergency Contraceptive Pills
Fluoride Supplementation
Medical Emergencies: Acute Medical Condition/Syncope/Vasovagal Reaction
Rabies Preexposure Prophylaxis
Recommended Accelerated Immunization Schedule for Infants and Children < 7 Years of Age
 Not Vaccinated At the Recommended Time in Early Infancy
Recommended Schedule for Routine Active Immunization of Infants and Children
Routine and Non-Routine Immunization
Tetanus Prophylaxis in Routine Wound Management
Treating Anaphylactic Shock
Treatment of Common Sexually Transmitted Diseases
Tuberculosis

9/28/01

EXHIBIT 5

Various Boards/Activities of Director of Health

Kitchen Cabinet of experts, Montgomery County Department of Health and Human Services - Professional

Health Care Industry Council, Federal Reserve Bank of St. Louis - Professional

Kentucky Center for African American Heritage Board of Directors - Public

Secretary's Advisory Committee on Health Promotion and Disease Prevention Objectives for 2020 - Professional

Barack Obama Health Policy Advisory Committee - Public

Board of Advisors to the Men's Health Network - Professional

National Medical Association - Professional

American Public Health Association - Professional

NACCHO Board of Directors - Professional

National Board of Public Health Examiners - Professional

Advisory Committee to the CDC on Minority Health and Health Disparities Elimination - Professional

Jefferson Community Technical College (JCTC) Foundation, Inc. Board of Directors - Public

Institute of Medicine's Committee on Childhood Obesity Prevention Actions for Local Governments - Professional

U of L School of Public Health and Information Sciences Beta Pi Chapter of Delta Omega - Professional

American Heart Association Board of Directors - Public

Kentucky Philanthropy Initiative, Child Health and Welfare Committee - Public

Academy for Health Equity Executive Committee - Professional

Mayor's Healthy Home Advisory Committee - Public

University of Louisville Community Partnership Board - Public

University of Louisville Diversity Committee - Professional

Seven Counties Board of Directors - Professional

Friends of Health and Wellness - Public

School of Public Health and Information Sciences Council of Deans and Chairs - Professional

Y NOW Mentoring - Public

Board of Directors of the Quality and Charity Care Trust, Inc. - Professional

Preventive Medicine - Public Health Residency Advisory Committee - Professional

U of L Sustainability Council - Professional