

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.10.28	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 10/31/11	<b>New Effective Date:</b> 10/01/18
	<b>Supersedes:</b> 500.10.28	<b>Dated:</b> 02/15/17
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Clinic Space, Equipment and Supplies		

**POLICY**

All Division of Adult Institution facilities shall ensure there is sufficient and suitable space, supplies, and equipment available for medical, dental and mental health care services.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-D-03 – Clinic Space, Equipment, Supplies

**DEFINITIONS, ACRONYMS, AND FORMS**

Advanced Care Provider (ACP) – Provider with prescriptive authority to include physicians, dentists, advanced practice nurse prescribers and physician assistants.

Responsible Health Authority (RHA) – Individual delegated with the responsibility for the facility's health care services, including arrangements for all levels of health care and the ensuring and accessibility of all health services provided to inmates.

**PROCEDURE**

- I. The Bureau of Health Services Director, in cooperation with each Warden/Superintendent/Designee shall ensure each facility is provided with the resources to obtain/maintain sufficient supplies/equipment and suitable space.
- II. The types of rooms, equipment, supplies and materials for examination and treatment are dependent on the level of health care provided within each facility and the capabilities and needs of the specific health care professionals at each site.
- III. **The RHA shall ensure and maintain that the facility has the following:**
  - A. Examination and treatment rooms for medical, dental and mental health care that are large enough to accommodate the necessary equipment, supplies and fixtures. The rooms shall also permit privacy during all encounters, both for individual and group treatment/assessment.
  - B. Room(s) within the health care services shall have available:
    1. Ample light capable of providing direct illumination.
    2. Examination tables, and equipment and supplies for pelvic examinations and fetal heart monitoring, if female patients are present.

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3. Hand-washing facilities or appropriate alternate means of hand sanitation with readily available instant hand sanitizers.
  4. Thermometers.
  5. Blood pressure monitoring equipment.
  6. Stethoscope.
  7. Ophthalmoscope.
  8. Otoscope.
  9. Scale.
  10. Sterilizer for non-disposable medical equipment.
  11. Transportation equipment:
    - a. Wheelchair.
    - b. Stretcher.
    - c. Backboard.
  12. Trash containers, both for regular waste and biohazardous materials and sharps.
  13. Commonly used medical equipment for ACP use. Medical and health care reference books, periodicals, and on-line computer resources shall be readily available.
  14. Oxygen.
  15. Pulse oximeter.
  16. Personal protective equipment (e.g. gloves eye protection, gowns, mask).
  17. Automatic external defibrillator. For correctional center facilities, this may be kept in Control Center.
- C. The dental unit, if applicable, shall have available at a minimum:
1. Hand washing facilities or alternate means of hand sanitization.
  2. Dental examination chair and accessory equipment; suction, water line.
  3. Dentist/assistant/hygienist stools.
  4. Examination light.
  5. Sterilizer.
  6. Instruments – inventory lists will be kept of all sharp equipment.
  7. Trash containers, both for non-hazardous and hazardous materials and ample sharp containers.
  8. Fire safety lock box.
  9. An x-ray unit with developing capability.
  10. Blood pressure monitoring equipment.
  11. Oxygen.
  12. Personal protective equipment (e.g. gloves, eye protection, gowns, masks).
- D. Adequate office space with administrative files, secure storage of health records, and writing desks with computer access.
- E. Daily counts/inventories shall be maintained of controlled medications (Schedule 2-5) and sharps/sharps equipment.

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- F. Pharmaceuticals, medical supplies, and mobile emergency equipment are available and regularly checked and restocked as needed, at a minimum after every emergency “box”/bag assessment and at least monthly.
- G. When laboratory, radiological, or other ancillary services are provided on site, the designated area is adequate to hold the equipment/records.
- H. Waiting areas shall have areas for seating and available access to bathrooms and drinking water.

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

James Greer, Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Paul Bekx, MD, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Mary Muse, Nursing Director

**Administrator’s Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Jim Schwochert, Administrator

**.DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Clinic Space, Equipment and Supplies		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other