

 <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> 500.11.03	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 10/01/08	<b>New Effective Date:</b> 04/01/24
	<b>Supersedes:</b> 500.11.03	<b>Dated:</b> 08/31/20
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 3/8/24	
	<b>Required Posting or Restricted:</b>	
<input checked="" type="checkbox"/> <b>PIOC</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Orientation of Health Service Employees		

**POLICY**

The Division of Adult Institutions shall ensure all health staff are properly acclimated to work in the correctional environment and understand their roles and responsibilities.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018 P-C-09 Orientation for Health Staff

**DEFINITIONS, ACRONYMS AND FORMS**

Basic Orientation – Provided on or before the first day of on-site service, includes information necessary for health staff member (e.g. full time, part time, consultant, LTE, agency) to function safely in the facility. At a minimum, this addresses relevant security and health services policies and procedures, response to facility emergency situations, the staff member's functional position description and patient-staff relationships.

Competency – Performance in a designated setting, demonstrating the ability to integrate knowledge, skill and behaviors based on established standards of performance that are determined by the work setting and one's role in that setting.

DOC – Department of Corrections

DOC-3578 – HSU/BHS Employee Orientation Checklist

DOC-3581 – Health Services Learning Needs Assessment/Evaluation

HSM – Health Service Manager

HSU – Health Service Unit

In-depth Orientation – Includes a full familiarization with the health services delivery system at the facility, and focuses on the similarities and differences between providing health care in the community and in a correctional setting.

LTE – Limited Term Employee

Orientation – The process by which new staff members are introduced to the philosophy, goals, policies, procedures, role expectations, physical facilities and special services in a specific work setting.

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Orientation Documentation – Documents which reflect a plan of organized activities for the new employee for the initial employment period that the employee accomplishes. These include but are not limited to: evaluations, competencies and checklists assigned by the supervisor.

PIOC – Persons in our Care

PPD – Performance Planning and Development

RHA-L – Responsible Health Authority Local

## **PROCEDURES**

### **I. Requirements**

- A. All facilities shall follow the role-specific BHS orientation lesson plan.
- B. The orientation program is approved by the RHA-L and the Warden/Superintendent.
- C. The orientation lesson plan is reviewed annually or more frequently, as needed.

### **II. Basic Orientation**

- A. Starting on the first day of employment, all new health care employees shall begin their basic orientation to their assigned DOC facility that addresses:
  1. Health care roles and responsibilities.
  2. The staff member's functional position description.
  3. Relevant safety and security training and health-related policies and procedures.
  4. Response to facility emergency situations.
  5. Appropriate interactions between patients and staff.
- B. The HSM/designee shall develop an orientation plan in collaboration with the employee utilizing DOC-3581 – Health Services Learning Needs Assessment/Evaluation.
- C. Designated staff and the new employee shall document completion of orientation on DOC-3578 – HSU/BHS Employee-Orientation Checklist.

### **III. In-Depth Orientation**

- A. Permanent employees, including LTEs, shall complete a formal in-depth orientation to DOC Health Services within 90 days (contracted agency staff may be scheduled at HSU Manager discretion). At a minimum this includes:
  1. Health services policies and procedures not addressed in the basic orientation.
  2. Health and age specific needs of the patient population at the assigned facility.

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3. Infection control, including use of standard precautions and confidentiality of records and health information.
- B. The BHS Orientation Program shall be scheduled within 90 days of hire (contracted agency staff may be scheduled at RHA discretion).
- C. The supervisor shall review and sign the completed DOC-3578 – BHS Orientation Checklist.
- D. A copy of the completed DOC-3578 – BHS Orientation Checklist shall be placed in the personnel file.

#### **IV. HSM Responsibilities**

- A. The assigned HSM/designee and the employee are accountable for new employee orientation.
- B. The HSM/designees shall facilitate the development and implementation of a written orientation plan and work schedule for a new employee that allows for sufficient time necessary for orientation.
- C. The HSM/designee may delegate certain aspects of the orientation to another staff person who shall serve as support and resource for the new employee.
- D. The HSM/designee shall ensure appropriate documentation records are retained.

#### **V. Performance/Competency Assessment**

- A. The HSM/designee shall assess the new employee's ability to integrate knowledge, and appropriately demonstrate skills and behaviors based on established professional standards using a combination of observed assessments, written tests, checklists, or verbal feedback.
- B. The HSM/designee shall review with the employee the PPD as required including a discussion of the following:
  1. Review of orientation documentation.
  2. Attendance at required meetings/in-service.
  3. Any necessary skills revalidation.
  4. Activities appropriate toward the accomplishment of growth and development.
  5. Development of goals/objectives as indicated within the PPD.

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Orientation of Health Service Employees		
<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.
  - 1.
    - a.
- B.
- C.

II.

- A.
- B.
- C.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

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