

 <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> 500.11.05	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 11/21/12	<b>New Effective Date:</b> 04/01/2018
	<b>Supersedes:</b> 500.11.05	<b>Dated:</b> 10/10/14
	<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> Professional Development		

**POLICY**

The Division of Adult Institutions shall ensure all qualified health care professionals participate annually in continuing education appropriate for their position.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-C-03 – Professional Development

**DEFINITIONS, ACRONYMS, AND FORMS**

AED – Automated external defibrillator

BHS – Bureau of Health Services

CCHP – Certified Correctional Health Professional

CPR – Cardiopulmonary resuscitation

DOC – Department of Corrections

DOC-3363 – Health Services Employee Training Record

NCCHC – National Commission on Correctional Health Care

**PROCEDURE**

- I. All health care professionals and health staff shall possess and acquire additional knowledge, on-going knowledge and skills appropriate for their role in health care delivery approved by the Responsible Health Authority or designated clinician.
  - A. It shall be the responsibility of all part-time and all full-time health professionals to possess and maintain 12 hours of continuing education annually (per calendar year).
  - B. Continuing education may include:
    1. Staff development experiences such as:
      - a. In-service training.
      - b. Education presented by guest lecturers.
      - c. Attendance at health educational programs presented at a DOC facility, jail health conference or in the community by universities, hospitals or other health care professionals.

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- d. Participation in programs such as NCCHC that provide formal continuing education credits.
  2. Self-study programs and approved internet resources may be part of continuing education but may not constitute the whole program. At least half of the required courses must be in class presentations and lecture learning.
  3. Programs presented on site by staff members or by a member of the health staff, BHS management and security programs for health staff training are appropriate. No more than two hours of security training may count for the 12 hours of health care training.
  4. Professional staff are required by state license to maintain at least 12 hours of continuing education annually to maintain licensure can utilize licensure for the year of license renewal.
  5. Professional staff, on the off year, should provide verification through certificate of classes attended and/or documentation of attendance includes date, class and signature of attendance.
  6. Correctional staff possessing a current certification of certified health professional (advanced), valid certification is acceptable validation.
  7. Health staff participating in formal education programs. Six hours of education must have a correctional health care focus.
  8. It is recommended presentations on special health needs of adolescents be included as topics for periodic in-service in facilities that house adolescents.
- C. All health professionals and health care staff having direct inmate patient contact must possess a current certification in CPR by the American Heart Association and training in use of the AED.
- D. All health care staff shall be trained in Infection Control and Blood Borne Pathogens on an annual basis.
- E. CCHP is recommended for staff who have at least two years of experience in the correctional setting.
- II. Training Documentation**
- A. Compliance with continuing education shall be documented on the DOC-3363 – Health Services Employee Training Record.
  - B. Each employee is responsible to assure their DOC-3363 is up to date.
  - C. Compliance for staff education shall be evaluated on an annual basis.

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**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> Facility Name		
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Professional Development		
<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