DEPARTMENT OF CORRECTIONS

Policy:	**500.030**
Title:	**Orientation Training for Health Services Staff**
Effective Date:	**4/3/18**

PURPOSE: To outline the orientation all new health services staff to the correctional health care setting receive prior to functioning independently within the correctional health care setting.

APPLICABILITY: All facilities health services staff

DEFINITIONS: None

PROCEDURES:

A. The department provides all nursing, certified medical assistant (CMA), medical lab technician, and dental staff with orientation prior to functioning independently within the correctional health care setting. Training includes the department's academy and orientation to the specific correctional facility regarding the following:

1. Security;
2. Classification of offenders;
3. Health care needs of the offender population;
4. Offender-staff relationships;
5. Organization of the health services unit within the facility and central office;
6. Confidentiality of health information and Minn. Stat. Ch. 13, "Government Data Practices;"
7. Infection control, blood-borne pathogens, and personal protective equipment;
8. Incident command system (ICS), including response to medical, dental, and mental health emergencies;
9. Procedures related to (nursing and CMA staff only):
   a) Admissions;
   b) Transfers;
   c) Releases;
   d) Implementation of physician orders;
   e) Contacting the on-call practitioner;
   f) Emergency care;
   g) Security counts of syringes, sharps, narcotics, and other potential contraband;
   h) Sick call;
   i) Chronic medical conditions;
   j) Monitoring of vital signs;
   k) Segregation;
   l) Monitoring of blood sugars;
   m) Standing orders;
   n) Lab: CLIA waived tests and x-ray procedures;
   o) Obtaining medications from primary and backup pharmacies;
   p) Medical authorizations;
   q) Allowable adaptive equipment;

r) Medication administration;
s) Oxygen administration;
t) Practitioner rounds;
u) Documentation;
v) Proper use of diagnostic equipment (such as an EKG or spirometer);
w) Infection control;
x) Referral process;
y) Additional site specific information;
z) Mandatory trainings;
aa) Licensure requirements;
bb) CPR requirements;
cc) Nursing resource center; and
dd) Use of reference materials for competent nursing practice;

10. Health services responsibilities when an alleged sexual assault/abuse of an offender occurs (see Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"). Nursing staff, and full and part-time medical and mental health practitioners in health services, receive specialized training on:
    a) How to detect and assess signs of sexual abuse and harassment;
    b) How to preserve physical evidence of sexual abuse;
    c) How to respond effectively and professionally to victims of sexual abuse and harassment; and
    d) How and to whom to report allegations or suspicions of sexual abuse and harassment;
11. Management of biohazardous pharmaceutical substances; and
12. The Correctional Operations Management System (COMS).

B. All new employee orientation checklists must be completed within 90 days of hire date.

C. The orientation checklists and nursing skills fair sign off sheets are kept in the supervisor's employee file. Other training records are maintained in the electronic training management system, by the health services nurse educator, or in the supervisor's employee file.

D. Health care staff with offender contact must receive 40 hours of training, in addition to orientation training, during the first year of employment and 40 hours of training each year thereafter.

INTERNAL CONTROLS:

A. Training records are maintained in the electronic training management system, by the health services nurse educator, and by the registered nurse supervisor.

ACA STANDARDS: 4-4085, 4-4385, 4-4388, 4-4389, 1-ABC-1D-09, 2-CO-4E-01
Standards for Health Services in Prisons. 1997, pg. 30

REFERENCES:
Policy 103.420, "Pre-Service and Orientation Training"
Policy 500.150, "Adaptive Equipment/Medical Authorizations"
Policy 500.200, "Management of Medications"
Division Directive 500.202, "Medication/Treatment/Transcription Variances"
Division Directive 500.203, "Release Medications"
Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"

REPLACES: Policy 500.030, "Orientation Training for Nursing Staff,"3/1/16.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support