


POLICY TITLE: HEALTH CARE STAFF TRAINING		PAGE <u>1</u> OF <u>4</u>
POLICY NUMBER: 18.15		
CHAPTER 18: HEALTH CARE SERVICES		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: August 15, 2003	LATEST REVISION: June 10, 2019

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections to assure all new health care staff are oriented to the facility and trained in their job responsibilities. All health care staff shall receive periodic on-going training to assure delivery of high-quality health care and to maintain a safe and secure environment. The training program shall be established by the health care authority, in cooperation with the facility's Chief Administrative Officer, and conducted annually.

IV. CONTENTS

- Procedure A: Facility Orientation and Training of Health Care Staff
- Procedure B: Periodic On-going Training and Continuing Education of Health Care Staff
- Procedure C: Periodic On-going Training and Continuing Education of Behavioral Health Care Staff

V. DEFINITIONS

None

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: Facility Orientation and Training of Health Care Staff

1. All health care staff shall receive orientation training as set out in Department Policy 4.3, General and Job-Specific Training.
2. In addition to orientation training, all health care staff shall receive an additional forty (40) hours of specialized training specific to their field as set out in Department Policy 4.3, General and Job-Specific Training. This training shall include, but not be limited to, the following:
 - a. the electronic medical record system;
 - b. ectoparasite control policy and procedures;
 - c. health care screening and assessment policy and procedures;
 - d. nursing protocols and medication administration;
 - e. chronic care and wellness clinics;
 - f. CPR training for any health care staff who deliver health care services, if not currently certified; and
 - g. confidentiality of correctional and health care information.
3. All health care staff, and designated security staff shall be trained to respond to health related situations within a four (4) minute response time. Annual training for health care and designated security staff responsible for the care and treatment of residents shall include instruction on the following: **5-ACI-6A-30, 5-ACI-6B-08, & 4-ACRS-4C-04**
 - a. recognition of signs and symptoms, and knowledge of action(s) required in potential emergency situations;
 - b. administration of basic first aid;
 - c. certification in CPR;
 - d. methods of obtaining assistance;
 - e. signs and symptoms of mental illness, developmental disability, violent behavior, and acute chemical intoxication, chemical dependence, and withdrawal;
 - f. procedures for resident transfers to appropriate medical facilities or health care providers;
 - g. suicide intervention;
 - h. infectious disease control policies and procedures, to include bloodborne and airborne pathogens and universal precautions;
 - i. resident access to health care services; and
 - j. reporting of resident injuries and illnesses.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
18.15 Health Care Staff Training	18. Health Care Services	Page 2 of 4 6/10/19R

4. Orientation and training shall be completed within ninety (90) days of assignment to a facility health care department. All orientation and training provided to the health care staff shall be documented and copies of the curriculum (which may be presented as an outline), sign-in sheets and rosters and any test results shall be provided to the staff responsible for training and staff development to be entered into the staff's training file.

Procedure B: Periodic On-going Training and Continuing Education of Health Care Staff

1. All health care staff shall complete a minimum of forty (40) hours of periodic on-going training in areas relevant to their position and continuing education appropriate to their positions annually. This may include CPR and infectious disease control training.
2. Periodic on-going training and continuing education shall be documented in each individual's training record and shall include the dates of attendance, number of hours, instructor and topic of the training.

Procedure C: Periodic On-going Training and Continuing Education of Behavioral Health Care Staff

1. The Health Services Administrator (HSA) shall ensure that all behavioral health staff receive twelve (12) hours of continuing professional education or staff development in clinical skills annually in the following, but not limited to: **5-ACI-6B-13**
 - a. mental health needs of the resident population (special needs);
 - b. mental health issues with the female population;
 - c. behavior management techniques;
 - d. aging/palliative care;
 - e. trauma-informed care;
 - f. confidentiality of mental health record;
 - g. suicide/self-injury prevention;
 - h. signs and symptoms of mental illness, substance abuse/relapse and neurocognitive disorders/neurodevelopmental disabilities;
 - i. assessment and diagnosis of mental disorders; and
 - j. crisis intervention.
2. Periodic on-going training and continuing education shall be documented in each individual's training record and shall include the dates of attendance, number of hours, instructor and topic of the training.

VIII. PROFESSIONAL STANDARDS

ACA

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
18.15 Health Care Staff Training	18. Health Care Services	Page 3 of 4 6/10/19R

5-ACI-6A-30 Each staff, inclusive of correctional staff, assigned to a multidisciplinary services team is trained to respond to mental health related crises. This training is conducted at least annually and is established by the Mental Health Authority in cooperation with the facility or program administrator and includes instruction on:

- recognition of signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
- methods for accessing health/mental health staff during a mental health crisis
- implementation of suicide/self-injurious prevention interventions
- procedures for placement of patient in a level of care in accordance with his/her mental health needs

5-ACI-6B-08 (MANDATORY) Designated correctional and all health care staff are trained to respond to health-related situations within a four-minute response time. The training program is conducted on an annual basis and is established by the responsible health authority in cooperation with the facility or program administrator and includes instruction on the following:

- recognition of signs and symptoms, and knowledge of action required in potential emergency situations
- administration of basic first aid
- certification in cardiopulmonary resuscitation (CPR) in accordance with the recommendations of the certifying health organization
- methods of obtaining assistance
- signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
- procedures for patient transfers to appropriate medical facilities or health care providers
- suicide intervention

5-ACI-6B-13 All mental health staff receives 12 hours of continuing professional education or staff development in clinical skills annually in such areas as, for example:

- mental health needs of inmate population (special needs)
- behavior management techniques
- mental health issues with female population
- aging/palliative care
- trauma-informed care
- confidentiality of mental health record
- suicide/self-injury prevention
- signs and symptoms of mental illness, substance abuse/relapse and neurocognitive disorders/neurodevelopmental disabilities
- assessment and diagnosis of mental disorders
- crisis Intervention

4-ACRS-4C-04 (MANDATORY) A training program for careworker staff and other personnel is established by a recognized health authority in cooperation with the facility administrator that includes the following:

- Signs, symptoms, and action required in potential emergency situations
- Administration of basic first aid and cardiopulmonary resuscitation (CPR)
- Methods of obtaining assistance
- Signs and symptoms of mental illness, mental retardation, and chemical dependency
- Procedures for patient transfers to appropriate medical facilities or health-care providers

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
18.15 Health Care Staff Training	18. Health Care Services	Page 4 of 4 6/10/19R