
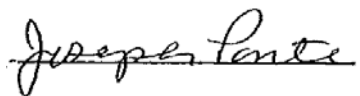


POLICY TITLE: PROVISION OF TRAINING BY HEALTH CARE STAFF POLICY NUMBER: 18.16 CHAPTER 18: HEALTH CARE SERVICES		PAGE 1 OF 5
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: August 15, 2003	LATEST REVISION: February 21, 2013

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 that health related training is provided to all facility staff that are responsible for the custody, care and treatment of prisoners. The training program shall be established by the Health Services Administrator, in cooperation with the facility's Chief Administrative Officer, and conducted annually.

Health care staff shall provide other facility staff with relevant current health related information and, when required, training to enable them to maintain CPR certification and administer basic first aid.

IV. CONTENTS

- Procedure A: Training by Health Care Staff
- Procedure B: On-Going Training by Health Care Staff

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Training by Health Care Staff

1. Correctional staff responsible for the custody, care and treatment of prisoners and health care staff shall be trained to respond to health related situations within a four (4) minute response time. Training hours for all staff shall be as set out in Policy 4.3, General and Job Specific Training. Annual training shall include instruction on the following:
 - 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 (in accordance with the recommendations of the certifying health organization)
 - d. methods of obtaining medical assistance
 - e. signs and symptoms of mental illness, developmental disability, violent behavior, and acute chemical intoxication and withdrawal
 - f. procedures for prisoner transport to appropriate medical facilities or health care providers
 - g. suicide intervention/prevention
 - h. infection control policy and procedures, to include bloodborne and airborne pathogens and universal precautions,
 - i. prisoner access to health care services,
 - j. reporting of prisoner injuries and illnesses, and
 - k. confidentiality of prisoner health care information
2. Training with respect to the implementation of the suicide prevention and intervention program shall occur annually and shall include, but not be limited to:
 - a. identifying the warning signs and symptoms of impending suicidal behavior
 - b. understanding the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors
 - c. communication between correctional and health care personnel
 - d. referral procedures
 - e. housing observation and suicide watch level procedures,
 - f. follow-up monitoring of prisoners who make a suicide attempt
 - g. responding to suicidal and depressed prisoners
3. All orientation and training provided by the health care staff shall be documented. 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.

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Procedure B: On-Going Training by Health Care Staff

1. The Health Services Administrator, or designee, shall work in conjunction with other facility staff assigned to coordinate training, to ensure that annual training is conducted as outlined in Procedure A, 1 and 2.
2. All on-going training provided by the health care staff shall be documented. 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.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4084 Written policy, procedure, and practice provide that all new correctional officers receive 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:

- security and safety procedures
- emergency and fire procedures
- supervision of offenders
- suicide intervention/prevention
- use of force
- offender rights
- key control
- interpersonal relations
- communication skills
- standards of conduct
- cultural awareness
- sexual abuse/assault intervention
- code of ethics

Additional topics may be added at the discretion of the agency or facility.

ACI - 4-4084-1 Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training shall include at a minimum the following areas:

- standards of conduct/ethics
- security/safety/fire/medical/emergency procedures
- supervision of offenders including training on sexual abuse and assault
- use of force

Additional topics shall be included based upon a needs assessment of both staff and institution requirements.

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ACI - 4-4373 (MANDATORY) There is a written suicide prevention plan that is approved by the health authority and reviewed by the facility or program administrator. The plan includes staff and offender critical incident debriefing that covers the management of suicidal incidents, suicide watch, and suicides. It ensures a review of suicidal incidents, suicide watch, and suicides by administration, security, and health services. All staff with responsibility for offender supervision are trained on an annual basis in the implementation of the program. Training should include but not be limited to:

- identifying the warning signs and symptoms of impeding suicidal behavior
- understanding the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors
- communication between correctional and health care personnel
- referral procedures
- housing observation and suicide watch level procedures
- follow-up monitoring of offenders who make a suicide attempt.

ACI - 4-4389 (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

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

4-ACRS-4C-16 (MANDATORY) There is a written suicide prevention and intervention program that is reviewed and approved by a qualified medical or mental health professional. All staff with offender supervision responsibilities are trained in the implementation of the suicide prevention program.

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4-ACRS-7B-17 Written policy, procedure, and practice provide that all new offender care workers receive 120 hours of training during their first year of employment. At a minimum, this training covers the following areas:

- security and safety procedures
- emergency and fire procedures
- supervision of offenders
- suicide intervention/prevention
- use of force
- offender rights
- key control
- interpersonal relations
- communication skills
- standards of conduct
- cultural awareness
- sexual abuse/assault intervention
- code of ethics

Additional topics may be added at the discretion of the agency or facility.

4-ACRS-7B-17-1 Written policy, procedure, and practice provide that all offender care workers receive at least 40 hours of annual training. This training shall include at a minimum the following areas:

- standards of conduct/ethics
- security/safety/fire/medical/emergency procedures
- supervision of offenders including training on sexual abuse and assault
- use of force

Additional topics shall be included based upon a needs assessment of both staff and institution requirements.

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