
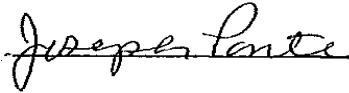


POLICY TITLE: PROVISION OF TRAINING BY HEALTH CARE STAFF		PAGE <u>1</u> OF <u>3</u>
POLICY NUMBER: 18.16		
CHAPTER 18: HEALTH CARE SERVICES		
	STATE of MAINE DEPARTMENT of CORRECTIONS	PROFESSIONAL STANDARDS:
	Approved by Commissioner: 	See Section VII
EFFECTIVE DATE: August 15, 2003	LATEST REVISION: February 21, 2013	CHECK ONLY IF APA [<input type="checkbox"/>]

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 residents. 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

4-ACRS-4C-04

1. Correctional staff responsible for the custody, care and treatment of residents 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 resident 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. resident access to health care services,
 - j. reporting of resident injuries and illnesses, and
 - k. confidentiality of resident 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 residents who make a suicide attempt
 - g. responding to suicidal and depressed residents
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

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responsible for training and staff development, to be entered into the staff's training file.

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

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**

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