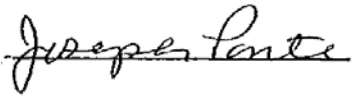


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<b>POLICY NUMBER: 18.20</b>		
<b>CHAPTER 18: HEALTH CARE SERVICES</b>		
	<b>STATE of MAINE DEPARTMENT OF CORRECTIONS</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>Approved by Commissioner:</b>  	
<b>EFFECTIVE DATE:</b> September 15, 2003	<b>LATEST REVISION:</b> April 3, 2013	<b>CHECK ONLY IF APA [ ]</b>

**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 ensure that health care services are provided only by qualified staff.

**IV. CONTENTS**

Procedure A: Credentials  
 Procedure B: Job Descriptions  
 Procedure C: Staffing Analysis and Plan

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Credentials**

1. All facility health care staff and off-site health care providers shall be licensed, certified, or registered by the State to provide health care services within their

scope of practice in order to ensure the provision of necessary medical, dental and mental health care services. As necessary, facility health care staff shall be licensed by the federal Drug Enforcement Agency.

2. The credentials of all facility health care staff employed by the Department's contracted facility health care service provider shall be verified as part of the provider's hiring process.
3. A copy of all current licenses, registrations, and certifications of facility health care staff shall be kept on file at the facility by the Health Services Administrator, or designee, and shall be readily accessible to authorized staff, including, but not limited to, the Chief Administrative Officer, or designee.
4. In the event student interns are used, as part of a formal training program, to provide health care services, they shall only be allowed to work under the direction and supervision of staff that are properly credentialed to provide supervision. A student intern may only deliver care commensurate with his/her training and as authorized by the facility staff providing the supervision. There shall be a written agreement between the facility and the training or education facility. Student interns shall be subject to all procedures concerning volunteers and shall agree, in writing, to abide by all facility policies and procedures to include those regarding security and confidentiality of information.
5. Volunteers, except for student interns outlined above, shall not be used in the delivery of health care services.

**Procedure B: Job Descriptions**

1. The Chief Administrative Officer, or designee, shall ensure that a job description approved by the Department's contracted facility health care services provider for each health care position that includes the specific duties and responsibilities, is kept on file at the facility by the Health Services Administrator, or designee, and is readily accessible to authorized staff.
2. The Commissioner, or designee, shall review all job descriptions for health care positions to ensure they adequately and efficiently meet Departmental needs.

**Procedure C: Staffing Analysis and Plan**

1. The Commissioner, or designee, in conjunction with the Department's contracted health services provider, shall conduct a staffing analysis to determine the essential positions needed. From this analysis, a health care staffing plan shall be developed to provide and maintain adequate health care services throughout the Department. Student interns may be supplemental, but not integral, to a staffing plan.

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2. The staffing plan shall be reviewed annually to ensure that staff is available to provide adequate health care services to prisoners without unreasonable delay.
3. In facilities that do not have health care staff coverage twenty-four (24) hours per day, the Chief Administrative Officer, or designee, shall designate staff who shall be responsible for coordinating prisoner access to necessary health care services during those times when health care staff are not at the facility. The designated staff shall be trained by the facility Health Services Administrator, or designee, and supervised by the Chief Administrative Officer, or designee.
  - a. Facilities utilizing trained staff members shall develop protocols, in conjunction with and approved by the facility Health Services Administrator, that outline the duties and responsibilities of the trained staff.
  - b. Training on these protocols shall be completed prior to any staff member being assigned these responsibilities.

## VII. PROFESSIONAL STANDARDS

### ACA:

- ACI - 4-4382 (MANDATORY)** If the facility provides health care services, they are provided by qualified health care staff whose duties and responsibilities are governed by written job descriptions, contracts, or written agreements approved by the health authority. Verification of current credentials and job descriptions are on file in the facility.
- ACI - 4-4391** If volunteers are used in the delivery of health care, there is a documented system for selection, training, staff supervision, facility orientation, and a definition tasks, responsibilities, and authority that is approved by the health authority. Volunteers may only perform duties consistent with their credentials and training. Volunteers agree in writing to abide by all facility policies, including those relating to the security and confidentiality of information.
- ACI - 4-4392** Any students, interns, or residents delivering health care in the facility, as part of a formal training program, work under staff supervision, commensurate with their level of training. There is a written agreement between the facility and training, or education facility that covers the scope of work, length of agreement, and any legal or liability issues. Students or interns agree in writing to abide by all facility policies, including those relating to the security and confidentiality of information.
- ACI - 4-4412** The facility uses a health care staffing analysis to determine the essential positions needed to perform the health services mission and provide the defined scope of services. A staffing plan is developed and implemented from

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this analysis. There is an annual review of the staffing plan by the health authority to determine if the number and type of staff is adequate.

- 4-ACRS-4C-18** If the facility provides medical treatment, personnel who provide health care services to officers are qualified. Duties and responsibilities of such personnel are governed by written job descriptions approved by the health authority. Verification of current credentials and job descriptions are on file in the facility. Appropriate state and federal licensure, certification, or registration requirements and restrictions apply.
  
- 4-ACRS-7B-02** (MANDATORY) All professional staff comply with applicable state and federal licensure, certification, or registration requirements. Verification of current credentials is on file in the facility.

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