



POLICY TITLE: PRISONER HOSPICE VOLUNTEER PROGRAM		PAGE 1 OF 7
POLICY NUMBER: 25.2		
CHAPTER 25: WORK OPPORTUNITIES AND INDUSTRIES		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: October 31, 2014	LATEST REVISION: January 29, 2020	CHECK ONLY IF APA []

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 to allow appropriately trained prisoners under direct supervision by health care staff or security staff to provide hospice services to terminally ill prisoners in Hospice at a Department infirmary.

IV. DEFINITIONS

None

V. CONTENTS

- Procedure A: Prisoner Hospice Volunteer, General
- Procedure B: Hospice Program Assignment, Training and Termination of Assignment
- Procedure C: Prisoner Hospice Volunteer Prohibitions
- Procedure D: Prisoner Hospice Volunteer Duties
- Procedure E: Prisoner Hospice Volunteer Movement

VI. ATTACHMENTS

[Attachment A: Prisoner Hospice Volunteer Code of Ethics](#)

VII. PROCEDURES

Procedure A: Prisoner Hospice Volunteer, General

1. A general population prisoner may be given a work assignment as a hospice trainee or as a hospice volunteer in accordance with the procedures set forth in

Policy 25.1, Prisoner Work Opportunities, in order to provide services to terminally ill prisoners in Hospice and to otherwise perform the duties set out in Procedure D.

2. The Warden, or designee, may also allow prisoner hospice volunteers to provide emotional support to prisoner's "prison" family in Hospice, i.e. close friends among the prison population.
3. In addition, the Warden, or designee, may allow prisoner hospice volunteers to assist other prisoners in the general population who need assistance with meals and other activities of daily living, as instructed by health care and/or security staff.
4. Photos of current prisoner hospice volunteers shall be displayed on the wall in the infirmary for identification and security purposes.
5. Prisoner hospice volunteers shall wear a designated hospice T-shirt and may wear sweat pants while working or going to and from hospice assignments.
6. Prisoner hospice volunteers shall move according to standard movement at the Prison and at the instruction of security staff.
7. The procedure for count in Policy 14.2, Prison Population Count Management shall be followed when a prisoner hospice volunteer is assigned to hospice duties during count.

Procedure B: Hospice Program Assignment, Training and Termination of Assignment

1. The Hospice Program is a work program to which eligible male prisoners in the Prison general population may be assigned.
2. Training shall be scheduled when sufficient vacancies exist in the Hospice Program.
3. Prior to any new Hospice Program training, the Chaplain shall send a memo to appropriate housing units notifying prisoners of a Hospice Program informational meeting.
4. A prisoner wishing to participate in the program shall indicate his interest to his case manager by the due date.
5. In order for a prisoner to be considered for a work assignment to the Hospice Program, the prisoner must:
 - a. have been a prisoner for at least a year;
 - b. be a general population prisoner;
 - c. have no Class A or B disciplinary violation during the past year;
 - d. have no Class C or D disciplinary violation during the past six months;

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- e. have no drug related disciplinary violation during the past five years (including no refusal or failure to take a drug test or to provide an adequate specimen, no tampering with a specimen, and no refusal or failure to follow instructions for providing an adequate and uncontaminated specimen;
 - f. have no medication related disciplinary violations during the past five years; and
 - g. have no suicide attempts during the past five years.
6. If a prisoner meets the above criteria as determined by the case manager, the case manager shall make a referral to the Chaplain who shall interview the prisoner and shall make a recommendation to the prisoner's Unit Management Team.
 7. The Unit Management Team shall either approve or deny the assignment, considering all relevant factors.
 8. If the prisoner is approved for assignment to the Hospice Program, the prisoner shall then be evaluated medically and at a minimum, the following medical requirements must be met prior to the prisoner being assigned to the Hospice Program:
 - a. negative purified protein derivative (PPD) or other proof of not being contagious for tuberculosis; and
 - b. proof of Hepatitis B vaccination.
 9. All prisoners approved for assignment to the Hospice Program and meeting medical requirements shall be notified by the Chaplain of the volunteer training schedule.
 10. Prior to providing any hospice services or otherwise performing duties in the infirmary, prisoners assigned to the Hospice Program shall complete a prisoner hospice volunteer training approved by the Warden, or designee, and coordinated by the designated health care staff and/or the Chaplain. The training shall include, but is not limited to:
 - a. introduction to Hospice;
 - b. personal death awareness;
 - c. communication skills;
 - d. care and comfort of a person with terminal illness;
 - e. diseases and medical conditions;
 - f. family dynamics;
 - g. stress management;
 - h. grief, loss and transition;
 - i. confidentiality;
 - j. prisoner rights;

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- k. music therapy;
 - l. role of the volunteer;
 - m. universal precautions and blood borne pathogen training;
 - n. infection control practices; and
 - o. other appropriate topics to include dementia care, etc.
11. A prisoner whose duties would include the handling of biohazardous wastes (e.g., dirty linens or utensils) shall be provided appropriate training and materials appropriate to the discharge of their duties.
 12. Upon completion of the prisoner hospice volunteer training, the prisoner shall sign and date the Prisoner Hospice Volunteer Code of Ethics (Attachment A). The signed document shall be placed into the prisoner's unit file.
 13. A copy of the Hospice Volunteer Training Certificate shall be placed into the prisoner's unit file.
 14. The facility Director of Nursing shall ensure that a prisoner hospice volunteer receives training on the handling of biohazardous wastes, blood borne pathogens, and other on-going training as approved by the Warden, or designee. Documentation of training shall be placed into the prisoner's unit file.
 15. The facility Director of Nursing, or designee, shall coordinate meeting at least monthly with the hospice volunteers to discuss hospice or related issues and needs and provide peer support.
 16. A prisoner hospice volunteer shall be terminated from the assignment if any of the following circumstances occur:
 - a. the volunteer commits a disciplinary violation;
 - b. the volunteer performs any of the duties prohibited in Procedure C, regardless of whether staff requested the prisoner to perform the duty;
 - c. the volunteer engages in any other behavior prohibited in Procedure C;
 - d. the volunteer loses his general population status;
 - e. the volunteer becomes contagious for tuberculosis or contracts hepatitis B;
 - f. the volunteer fails to abide by universal precautions and blood borne pathogen or infection control training; or
 - g. any reason for which a prisoner may be terminated from any work assignment.
 17. If a prisoner assigned to the Hospice Program as a hospice volunteer is terminated for one of the above reasons, Department Policy 25.1, Prisoner Work Opportunities shall be followed regarding eligibility to re-apply to Hospice Program.

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Procedure C: Prisoner Hospice Volunteer Prohibitions

5-ACI-6B-12 (5-6B-4393) & 4-4393

1. A prisoner hospice volunteer shall never have contact with the genitals or buttocks of any prisoner or the chest of any female prisoner.
2. A prisoner hospice volunteer shall NOT be assigned the following duties:
 - a. performing direct patient care services, such as perineal care, cleaning after toilet use and any form of bathing;
 - b. scheduling of health care appointments;
 - c. determining access to health care of other prisoners; and
 - d. being responsible for, handling, or having access to:
 - 1) surgical instruments;
 - 2) syringes;
 - 3) needles;
 - 4) medications;
 - 5) health records or
 - 6) diagnostic or therapeutic equipment.
3. A prisoner hospice volunteer shall not question another prisoner's health care nor interfere with care in any way.
4. A prisoner hospice volunteer shall not refuse to comply with a request from health care or security staff to step out of a terminally ill prisoner's room, leave the infirmary, or stop engaging in any action.
5. A prisoner hospice volunteer shall not accept any property bequeathed upon a terminally ill prisoner's death.
6. A prisoner hospice volunteer shall not have contact with another prisoner's family members without specific permission from the Warden, or designee, and this also includes when a prisoner's family is present during a vigil.

Procedure D: Prisoner Hospice Volunteer Duties

5-ACI-6B-12 (5-6B-4393) & 4-4393

1. The Health Services Administrator (HSA), or designee, is responsible to maintain accurate rosters of all prisoners assigned as hospice volunteers.
2. The nurse on duty in the Infirmary shall be responsible for the direct supervision of the prisoner hospice volunteers for the purpose of determining their duties and providing oversight while they perform them.
3. The Prison Chaplain shall be the work program supervisor for the prisoner hospice volunteers for purposes of awarding good time and, as applicable, other ordinary work program supervisor responsibilities.

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4. A prisoner hospice volunteer may be assigned the following duties:
 - a. assisting the prisoner with the following: mobility, reading, writing letters, meals, and other similar activities;
 - b. providing companionship and emotional support;
 - c. changing linens;
 - d. assisting health care staff with routine tasks, such as turning and lifting, provided that the health care staff are present at all times;
 - e. assisting health care staff with grooming and dressing, provided the above prohibitions are met;
 - f. sitting vigil with a male prisoner;
 - g. sitting vigil with a female prisoner provided a female family member of the terminally ill prisoner and/or a female Hospice Program staff member is present at all times, and if approved by the Prison Warden; and
 - h. performing clerical or educational duties, such as presenting information to individuals or groups about hospice services; formatting or organizing educational materials; or managing the hospice library.
5. A prisoner hospice volunteer sitting vigil may bring reading or writing materials or food items to consume during the vigil. Meals shall be provided if a prisoner hospice volunteer's assignment is scheduled during meal times.
6. A prisoner hospice volunteer may decline any assignment that would potentially cause an issue with a terminally ill prisoner.
7. A prisoner hospice volunteer shall attend regularly scheduled meetings and in-service training as applicable.
8. A prisoner hospice volunteer shall communicate verbally to the health care staff any major changes concerning a terminally ill prisoner as soon as possible.
9. A prisoner hospice volunteer shall also give an overall report verbally to the health care staff supervising the volunteer prior to leaving his assignment.

VIII. PROFESSIONAL STANDARDS

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5-ACI-6B-12 (5-6B-4393) 4-4393 Unless prohibited by state law, offenders (under staff supervision) may perform familial duties commensurate with their level of training. These duties may include:

- providing peer support and education
- performing hospice activities
- assisting impaired offenders on a one-on-one basis with activities of daily living
- serving as a suicide companion or buddy if qualified and trained through

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a formal program that is part of suicide-prevention plan

- handling dental instruments for the purpose of sanitizing and cleaning, when directly supervised and in compliance with applicable too-control policies, while in a dental assistant's training program certified by the state department of education or other comparable appropriate authority

Offenders are not to be used for the following duties:

- performing direct patient care services
- scheduling health care appointments
- determining access of other offenders to health care services
- handling or having access to surgical instruments, syringes, needles, medications, or health records
- operating diagnostic or therapeutic equipment except under direct supervision (by specifically trained staff) in a vocational training program.

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