

	State of Indiana Indiana Department of Correction	Effective Date 4/1/2022	Page 1 of 2	Number 1.05A
HEALTH CARE SERVICES DIRECTIVE-ADULT Manual of Policies and Procedures				

Title ORIENTATION FOR HEALTH SERVICES PERSONNEL

Legal References (includes but is not limited to) IC 11-8-2-5 IC 34-4-12.6	Related Policies/Procedures (includes but is not limited to) 01-02-101 01-02-106	Other References (includes but is not limited to) National Correctional Health Standards
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I. **PURPOSE:**

This Health Care Services Directive (HCSD) requires the orientation of Health Services personnel to their facilities and responsibilities.

II. **DEFINITION:**

CASE PLAN CREDIT TIME (CPCT): CPCT is an earned credit time cut structure that is driven by the needs indicated in the Indiana Risk Assessment System (IRAS) and incentivized through the individual case plan to provide each individual the opportunity to earn the maximum credit time as allowed by law.

II. **GUIDELINES:**

- A. All employees, both part and full time, shall receive on the job orientation including orientation to the facility to which assignment has been made
- B. All new fulltime employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum the orientation program shall include instruction in the following:
 - The purpose, goals, policies, and procedures for the facility and parent agency
 - Security and contraband regulations
 - Key control
 - Appropriate conduct with incarcerated individuals
 - Responsibilities and rights of employees
 - Universal precautions
 - Occupational exposure
 - Personal protective equipment
 - Biohazardous waste disposal
 - An overview of the correctional field
 - Aspects of sexual abuse and harassment

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- Procedures for the Suicide Prevention Plan
- Recognizing signs and symptoms of mental illness
- Introduction to the equipment and supplies that will be utilized in the performance of duties
- Tools and sharps control
- Controlled substance management
- Incarcerated individual classifications including transfers and security levels
- Discussions of performance evaluations and expectations
- Confidentiality of health records
- Infection control
- Disaster and Emergency Response Plan
- Legal issues
- Case Plan Credit Time including how Health Services personnel contribute to Case Plan goals and credit time reviews
- Sustainable and environmentally responsible practices

- C. All parttime staff and contract personnel shall receive formal orientation, on-boarding and on-the-job (OJT) training appropriate to their assignments and additional training as needed. This training will include New Employee Training Process (NETP) as described in Policy and Administrative Procedure 01-05-101, “ Staff Development and Training.”
- D. Employees transferring from one facility to another shall, if they have a prior completion of the general correctional orientation (whether full or part time), shall be provided with local on the job orientation. Repetition of the general correctional orientation shall not be necessary.
- E. Orientation shall be fully documented and available for review by the Department, including the Health Services Division.
- F. Failure to successfully complete NETP may result in unsatisfactory performance and separation from employment.

III. APPLICABILITY:

This HCSD is applicable to all facilities housing incarcerated adults.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date