

	State of Indiana Indiana Department of Correction	Effective Date 4/1/2022	Page 1 of 2	Number 1.07A
HEALTH CARE SERVICES DIRECTIVE-ADULT Manual of Policies and Procedures				

Title CONTINUING EDUCATION FOR HEALTH SERVICES EMPLOYEES
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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 01-05-101	Other References (includes but is not limited to) National Correctional Health Care Standards
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I. PURPOSE:

This Health Care Services Directive (HCSD) provides guidance on required continuing education (CE) and development.

II. GUIDELINES:

- A. All Health Services staff with incarcerated individual contact must receive forty (40) hours of training and continuing education in addition to orientation during the first year of employment and forty (40) hours of training and continuing education each subsequent year. Professional training hours may count towards this forty (40) but will not preclude the need to receive mandatory corrections related training. Part-time Health Services staff prorate their continuing education hours based on full time equivalency.
- B. If additional hours are required for continuing licensure or certification, these hours shall be obtained. It is the employee's responsibility to obtain necessary hours.
- C. All training must be reviewed annually, by the Quality Assurance Manager (QAM) to ensure that Health Services staff are receiving adequate continuing education.
- D. When gaps in education or training (whether for individuals or groups) are identified, supervisory staff shall arrange for educational and training interventions to remedy the identified deficiencies. A plan of action shall be provided to the Quality Assurance Manager (QAM) and followed until the required training is completed.

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III. TRAINING REQUIREMENTS:

Specific training and documentation requirements for Health Services staff shall be in compliance with Policy and Administrative Procedure 01-05-101, “Staff Development and Training.”

IV. APPLICABILITY:

This HCSD is applicable to all facilities providing Health Services to incarcerated adults.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date