

	State of Indiana Indiana Department of Correction	Effective Date 4/1/2022	Page 1 of 3	Number 1.12A
HEALTH CARE SERVICES DIRECTIVE-ADULT Manual of Policies and Procedures				

Title CLINIC SPACE, EQUIPMENT, AND SUPPLIES

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	Other References (includes but is not limited to) National Correctional Healthcare Standards
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I. PURPOSE:

This Health Care Services Directive (HCSD) addresses the need to ensure that sufficient and suitable space, equipment, and supplies are available for each facility's Physical, Behavioral and Transitional health care services.

II. GUIDELINES:

- A. Examination, treatment rooms, and group rooms for Physical, Behavioral, and Transitional health care must be large enough to accommodate the necessary equipment, supplies, and fixtures and to permit privacy during clinical encounters. Facilities must identify specific space for use in delivering health services. This space must have adequate light, ventilation, floor space, equipment, and hand washing facilities. The amount of space and the configuration of the room(s) needed for the care and treatment of patients may vary with the size of the facility and the kinds of services provided on site.
- B. Pharmaceutical, medical supplies, and mobile emergency equipment must be available and checked regularly. Inventories must be adequate to cover expected usage. Sharps and other dangerous items must be always maintained under careful control and must be inventoried daily (every shift when multiple shifts utilize the same supplies) to ensure that unnoticed loss does not occur; even back up supplies must be inventoried at least weekly.
- C. There must be adequate office space with administrative files, secure storage of paper health records, and sufficient space to accommodate the computers needed for the electronic medical record.
- D. Space must be provided to accommodate both individual and group treatment as well as desks, chairs, lockable file space, and relevant testing material.

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- E. When laboratory, radiological, or other ancillary services are provided on site, the designated area is adequate to hold equipment and records.
- F. An appropriate basic library of health reference material must be maintained at each health care unit and made accessible to staff either physically or electronically.
- G. When patients are placed in a waiting area for more than a brief period, the waiting area has seats and access to drinking water and toilets. The waiting area must be adequately sized and supervised.
- H. Each facility must have at a minimum, the following equipment, supplies, and materials for the physical examination and treatment of patients:
 - 1. Hand-washing facilities or appropriate alternate means of hand sanitization;
 - 2. Examination table;
 - 3. A light capable of providing direct illumination;
 - 4. Scales;
 - 5. Thermometer;
 - 6. Blood pressure monitoring equipment;
 - 7. Stethoscope;
 - 8. Ophthalmoscope;
 - 9. Otoscope;
 - 10. EKG machine;
 - 11. Pulse oximeter;
 - 12. Sterilizer;
 - 13. AED;
 - 14. Oxygen;
 - 15. PPE;
 - 16. Transportation equipment (e.g., wheelchair, stretcher);
 - 17. Trash container for biohazardous material and sharps;
 - 18. Emergency response bag;
 - 19. In female facilities, equipment and supplies for pelvic examinations; and,
 - 20. In any facility housing pregnant patients, a fetal heart monitor.
- I. Basic equipment for on-site dental examinations includes at a minimum:
 - 1. Hand-washing facilities or appropriate alternate means of hand sanitization;
 - 2. Dental examination chair;
 - 3. Examination light;
 - 4. Sterilizer;
 - 5. Instruments;

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6. PPE;
7. Trash containers for biohazardous materials and sharps; and,
8. A dentist's stool.

- J. Facilities with full-time Health Services staff must have multiple-test dipstick urinalysis, finger-stick blood glucose tests, PEAK flow meters (hand-held or other), stool blood testing material, urine drug screens, and pregnancy test kits (female facilities only).

III. APPLICABILITY:

This HCSD is applicable to all facilities housing incarcerated adults.

signature on file

Kristen Dauss, MD
Chief Medical Officer

Date