

 State of Indiana Indiana Department of Correction	Effective Date	Page 1 of	Number
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**HEALTH CARE SERVICES
DIRECTIVE-ADULT
Manual of Policies and Procedures**

Title INFIRMARY MANUAL

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

I. PURPOSE:

This Health Care Services Directive (HCSA) provides guidelines for the contents and review of Infirmary Manuals in Department facilities.

II. INFIRMARY CHARACTERISTICS:

- A. Although Department inpatient units (infirmaries) are not licensed, they serve the same role as that of licensed units in the community. For this reason they shall be professionally designed, maintained, and managed.
- B. Infirmaries are areas in which patients are maintained for periods of twenty-four (24) hours or more for clinical health reason, under the supervision of licensed, registered nurses and clinicians. Each infirmary shall maintain an infirmary manual which describes its operation. The physical plant must be consistent with the program statement in terms of space, equipment, and supplies.
- C. Infirmaries must be maintained in a clean and sanitary manner with running water and electrical outlets sufficient for clinical use. Supplies shall be adequate to the tasks performed and equipment appropriately supplied and maintained. Fire extinguisher adequate to promote safety and meeting all applicable fire and safety codes shall be present in the infirmary.
- D. Each infirmary shall have clean and soiled utility rooms adequate to support the unit.

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- E. Nursing staff shall be present on the unit twenty-four (24) hours per day, seven (7) days per week. Supervision of the nursing staff shall be from a registered nurse (RN) present in the infirmary daily. Physician staff shall be available on site Monday through Friday and shall be on-call when not on site.
- F. Patients must be within sight or sound of clinical staff at all times. A call system may be used to satisfy this requirement.
- G. Patients shall have access to showers, washbasins, and toilet facilities and shall be encouraged to bathe daily.
- G. Admission to, and discharge from, an infirmary is only completed on order of a physician, dentist, or an advanced practice nurse. This does not preclude the occasional use of an infirmary bed by Operations staff for specific purposes, outlined in the facility infirmary manual. Such uses shall be the significant exceptions.
- H. No infirmary may be referred to as a “hospital”.

III. INFIRMARY MANUAL GUIDELINES:

A. Program Statement

The program statement defines and describes the role of the infirmary, the population served, and describes the types of care provided, including capabilities for isolation and restrictive status.

B. Scope of Practice

Scope of Practice describes the process governing which staff member can perform specific tasks in the infirmary.

C. Staffing Pattern

The staffing pattern defines the minimum staffing patterns and the staffing modifications to be made as population and patient needs vary. The staffing pattern shall be reviewed annually.

D. Available Nursing Services

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Available nursing services describes the approach to the delivery of nursing services.

E. Position Descriptions and Shift Responsibilities

The infirmary manual shall include position descriptions that are shift-specific, an organizational chart defining infirmary management responsibilities, and identification of a responsible physician director.

F. Service Arrangements

1. Off-site

Service arrangements with other facilities describe existing relationships with other Department Health Services Units, community hospitals, and other outside services (e.g., radiology, vision, emergency transportation, etc.).

2. On-site

Services not typically provided (such as physical and occupational therapy, speech therapy, specialized rehabilitative interventions, blood product administration, etc.) but necessary for the care of infirmary patients must be planned and arranged in advance of need. If additional unanticipated needs arise, patients shall be sent off-site to receive the services, unless arrangement can be made in a timely manner.

G. Special Equipment

Special equipment describes any special equipment (X-ray unit, air beds) used on-site on a continuous or occasional basis.

H. Preventive Maintenance

Preventive maintenance provides a description of an organized preventive maintenance service program, including the responsibility for monitoring implementation.

I. Pharmaceutical Management

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Pharmaceutical management identifies the manner in which pharmaceuticals are obtained, stored, and delivered, including individually dispensed supplies, nursing supplies, emergency drug kits, starter drugs, etc. Also, this section identifies the service provider for medications needed on an emergent basis and must be obtained off-site.

J. Infection Control

Infection control describes a program that:

1. Monitors the unit for nosocomial infections;
2. Assists in the implementation of general departmental infection control requirements (e.g., Tuberculosis Control Plan, Bloodborne Pathogen Control Plan, and Pandemic Response Manual);
3. Describes the use of isolation rooms;
4. Describes disinfection of rooms, showers, and tubs;
5. Describes management of contaminated waste (including linens); and,
6. Describes hand hygiene.

K. Universal Precautions

Universal Precautions shall be utilized and followed. The facility's infirmary manual shall define and/or describe Universal Precautions.

L. Security and Disaster Planning

Security and disaster planning describe how security is maintained and clarifies the relationship between Custody and Health Services staff, including how disagreements are resolved. The infirmary manual shall include a formal disaster plan and the manner in which it will be rehearsed/drilled.

M. Sample Chart/Forms

This section of the infirmary manual shall include a description of the health record and provides a blank chart example for review and training purposes.

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N. Problem Lists and Treatment Plans

The infirmary manual shall describe the manner in which problem lists are to be initiated and maintained, including changes that may be made upon admission, during the inpatient stay, and upon discharge from the inpatient unit.

O. Admission to the Infirmary

The infirmary manual shall include a section that provides a detailed description of the admission process. This shall include, but is not limited to, standard, short stay, and administrative admission types. The infirmary manual shall include requirements and information for the following:

1. Authorization to order admission;
2. The production of admission orders;
3. The frequency of provider contacts;
4. Admission orders and progress notes;
5. The review and reestablishment of the problem list and treatment plan;
6. Local custodial requirements;
7. Performance of a formal nursing assessment;
8. Performance of admission history and physical; and,
9. Clarifies varying requirements for different admission types.

P. Patient Management Requirements

This section of the infirmary manual describes the frequency of contact and documentation expected of nurses, physicians, and other facility staff members, including variations based on admission type or patient need, and how these differences are documented. The section shall include reliance upon the Multidisciplinary Treatment Team and general documentation of progress towards discharge.

The section shall describe general unit activities including, but not limited to, meals, recreation, bathing, day room privileges, telephone privileges, and educational involvement for long-term patients.

The following are examples of minimum default documentation frequencies which shall be described in the infirmary manual. Deviations from these

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frequencies must be directed by orders in accordance with the treatment plan:

1. Vital signs obtained every shift;
2. General nursing note completed each shift (except for the shift with the comprehensive nursing note);
3. Comprehensive nursing note with full assessment once daily; and,
4. Daily (Monday through Friday, excluding State holidays) visit and progress note by the attending physician, psychiatrist, advanced practice nurse, or dentist unless otherwise documented by the responsible provider.

Q. Discharge and Release from Infirmary

This section shall limit the authority to discharge to those authorized to admit. The infirmary manual shall describe the requirement for discharge planning, discharge orders, and discharge summaries. It shall describe the requirement that discharges be accompanied by an updated problem list and treatment plan. It shall address actions to be taken if a discharged patient does not have an available bed in general population. The infirmary manual shall provide for provider contact when the discharge is to another health care facility. Discharge planning shall begin at time of admission (i.e., Goals to meet prior to discharge shall be well defined).

R. Multidisciplinary Treatment Team

This section of the infirmary manual shall establish a Multidisciplinary Treatment Team to meet and review patients on a routine and continuing basis, meeting weekly and including representatives from all disciplines working in the unit.

S. Additional Facility Directives

This section of the infirmary manual shall include additional facility directives necessary for the smooth, orderly operation of the unit and includes, but is not limited to:

1. Discharge to a long-term care facility;
2. Death;

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3. Suicide;
4. Assault;
5. Sexual assault;
6. Commissary;
7. Unit Team and Religious Services support;
8. Advance Directives;
9. Do Not Resuscitate Order;
10. Visitation;
11. End of Life services;
12. Patient property; and,
13. Use of restraints.

T. Nursing Procedure Reference

This section shall reference a standard nursing procedure manual or includes nursing procedures in detail.

U. Contact Information

This section of the infirmary manual shall list contact information necessary for infirmary operation and management in the form of an on-call calendar.

IV. APPLICABILITY:

This HCSD is applicable to all facilities providing inpatient services to incarcerated adults.

signature on file

Kristen Dauss , MD
Chief Medical Officer

Date