



State of Indiana  
Indiana Department of Correction  
Division of Youth Services

Effective Date

4/1/2022

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Number

1.05Y

**HEALTH CARE SERVICES  
DIRECTIVES-YOUTH SERVICES  
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

Other References  
(includes but is not limited to)

National Correctional Healthcare  
Standards

**I. PURPOSE:**

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

**II. GUIDELINES:**

- A. All employees, both part and full time, shall receive on the job orientation including orientation to the health facility and the facility to which assignment has been made.
- B. All new full-time employees must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum the orientation program should 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 youths
  - Responsibilities and rights of employees
  - Universal precautions
  - Occupational exposure
  - Personal protective equipment
  - Biohazardous waste disposal
  - An overview of the correctional field
  - Introduction to the equipment and supplies that will be utilized in the performance of duties

**HEALTH CARE SERVICES DIRECTIVE-Division of Youth Services**

Indiana Department of Correction

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- Tools and sharps control
  - Controlled substance management
  - Youth classifications including transfers and security levels
  - Discussions of performance evaluations and expectations
  - Confidentiality of health records
  - Infection control
  - Disaster and emergency response
  - Legal issues
- C. All part-time 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 the 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 already completed the general correctional orientation (whether full or part time), will 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 Department and the Health Services Division.

Failure to successfully complete orientation may result in unsatisfactory performance and separation from employment.

**III. APPLICABILITY:**

This HCSD is applicable to all facilities providing Health Services to youths.

signature on file

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Kristen Dauss, MD  
Chief Medical Officer

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Date