



CORRECTIONS MEDICINE
Health Staff Orientation and Ongoing Training
ACA Standard: 4 ALDF – 7B – 05

Effective: August 2001

Revised: April 2011, June 2015, April 2016, April 2017,
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Policy Number:
CM – 22

- I. **PURPOSE:** To assure that Saint Louis County Department of Health (DPH) Corrections Medicine personnel participate in orientation and training appropriate to their health care delivery activities.
- II. **POLICY:** A scheduled orientation period will be provided for every new person employed or contracted in the Corrections Medicine program. Scheduled training shall be provided and will consist of, but not limited to, orientation to the physical facility, security surrounding the facility, contact with patients, and procedures performed in the various practice areas of Corrections Medicine.
- III. **RESPONSIBILITY:** All staff members in the Corrections Medicine program shall be familiar with the content of this policy and the procedures therein.
- IV. **PROCEDURE:**
 1. Clinical staff shall receive orientation materials that includes the following:
 - a. Training of nursing staff shall include a general orientation to the Correction Medicine program, as well as hands-on training in each department.
 - b. Orientation of management and provider staff will include a general orientation and orientation in the areas where they will practice.
 2. Management is responsible for overseeing the orientation process.
 3. For each new Corrections Medicine employee, veteran staff members assist with the training and complete an orientation checklist in each department.
 4. Training may be lengthened or shortened according to the needs of the individual staff member.
 5. Interdepartmental training is available through the Department of Justice Services Training Academy.
 6. Annual training for all Corrections Medicine Staff includes but is not limited to:
 - a. HIPAA (Health Insurance Portability and Accountability Act) training through the DPH.
 - b. Suicide prevention training taught by the Corrections Medicine Mental Health Staff.
 - c. Review of current and revised standing orders presented by the Lead Physician and/or the DPH Chief Medical Officer.
 7. Corrections Medicine provides mandatory in-service training for staff to review and learn new skills, policies, services and equipment.

V. **REFERENCE:**

National Commission on Correctional Health Care; Standards for Health Services in Jails,
Standard J-C-09