

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER B-02	PAGE NUMBER 1 of 6
	RELATED NCCHC and ACA STANDARDS: P-E-10; P-F-01 (Important); 4-4354;4-4464;4-4475; 3-ALDF-4E-30	
CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES	SUBJECT: Offender Safety and Healthy Lifestyle Promotion	
EFFECTIVE DATE: 11/14/2007	REVISED: 4/13/2009, 4/23/2010, 4/30/2016; 8/29/2016	

- I. AUTHORITY:** Bureau of Correctional Healthcare Services (BCHS)
- II. PURPOSE:** Offenders have access to health education and training in health maintenance and self-care skills. Individual health instruction is provided to all patients.
- III. APPLICABILITY:** All Delaware Department of Correction (DDOC) employees and Contract Provider staff, offenders and any outside healthcare provider servicing DDOC offenders.

IV. SUMMARY OF CHANGES:

- A. This revision incorporated BCHS policies 11-E-10, *Patient Escort* which is hereby rescinded.
- B. Clarifies Dietary orders and Bottom Bunk Memos for selected diagnoses.

DEFINITIONS: See Glossary

V. POLICY:

- A. It is the policy of the DDOC that offender safety, environmental safety and a healthy lifestyle is promoted throughout DDOC facilities.
- B. The Contracted Medical Provider shall develop within 30 days of the effective date of this policy, a site-specific procedure for each Level 4 and Level 5 facility implementing this policy and coordinating the procedure with BCHS.

VI. PROCEDURES:

- A. Safety and Environment
1. Nutritional Orders and Bottom Bunk Memos
- a. Nutritional recommendations and orders by the Medical Services Contract Providers may be issued on a permanent basis for Allergy Trays and for

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Diabetics Diets including evening snacks.

- b. Permanent Bottom Bunks Memos may be submitted to security for offenders with specific disabilities or diagnoses, e.g. chronic epilepsy, insulin dependent diabetics, severely impaired vision, those with amputations of an upper or lower extremity; who are enrolled in the Chronic Care Clinics and are being prescribed treatment or medications.
 - c. Nothing in this policy shall preclude changes in the nutritional or bottom bunk recommendations when there is a change in the clinical course or upon the request of the offender.
2. The Health Service Administrator (HSA) or their designees shall review the Safety and Sanitation Program and the environmental inspection reports of the institution to ensure inclusion of relevant institutional health and environmental issues. The site HSA, or designee, will participate in inspections as requested by the Institutional Safety and/or the facility Sanitation Officer.
- a. The environmental inspections are a security function and should include housing, laundry, housekeeping, pest control, equipment monitoring, and risk of exposure containment measure and occupational and environmental safety.
 - b. The site HSA shall arrange for an annual inspection and written report on the status of respiratory isolation rooms and x-ray equipment as required by the state.
 - c. After review of these reports the HSA shall report on these during the monthly Medical Advisory Committee (MAC) meetings.
 - d. Significant safety or environmental issues brought to the attention of the Institutional Authority will be tracked through the BCHS CQI meetings.
2. Staff and offender injuries are reviewed to identify potential problems and make corrective actions. These injuries shall be reported during the MAC meetings

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and are further reported by BCHS staff during the Governor’s Adult Correctional Healthcare Review Committee (ACHRC) meetings.

3. An incident report is completed and filed after any injury.
4. The site Health Services Administrator works with the Institutional Authority to assure that accreditation standards regarding offender personal hygiene are followed;
 - a. Personal hygiene items are at a minimum includes soap, comb, soft toothbrush, toothpaste, toilet paper and sanitary napkins.
 - b. Offenders shall have access daily to bathing, wash basins with hot and cold water and toilet facilities as appropriate within the security restrictions.
 - c. Issues that may curtail offender access to personal hygiene needs are addressed at the Multi-disciplinary Team Meetings and reported during the Medical Audit Committee Meeting (MAC) for prompt problem resolution.
5. Offenders on psychiatric close observation are provided with a safety garment to promote privacy.

B. Offender Health Education

1. Health education and self-care instructions shall be provided during the intake screening process and all sick call and chronic care encounters. Verbal and written instructions shall be provided to the offender and documented in the electronic health record (iCHRT).
2. Health education and wellness topics shall include but not be limited to information on access to health care services, dangers of self-medications, personal hygiene and dental care, prevention of communicable diseases, substance abuse, smoking cessation, family planning, self-care for chronic conditions, self-examinations, tobacco cessation and the benefits of physical fitness, diet education and mental health topics. Educational material for adolescents should be age specific.

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3. Healthcare staff may participate in educational presentations for the offenders.

Appropriate videos and printed educational materials are available from the Medical Services Contract Provider, Centers for Disease Control, Health Department and State of Delaware Department of Health and Social Services programs.

4. For those offenders, who may not speak or understand English, bilingual staff shall be available for Intake Screening, Health Education, Medical, Behavioral Health and Dental visits or the RN shall obtain the services of an approved Language Interpreter such as Language Line. The use of language translation services shall be documented in iCHRT.

C. Health Sanitation, Exercise, Work and Food Handlers Clearances

1. Offender workers shall not be assigned to;

Perform direct patient care services,
Schedule healthcare appointments,
Determine access of other offenders to healthcare,
Handle or have access to:

- Surgical or dental instruments
- Syringes
- Needles
- Medications
- Medical Records

Operate diagnostic or therapeutic equipment except as part of a vocational program,

Offender workers should not handle biohazardous waste unless they have received appropriate training and have been offered hepatitis vaccine according to OSHA standards. Appropriate personal protective equipment will be provided for the discharge of these duties.

2. Offender workers (offender assistants) duties may include:

- Peer support and education
- Hospice activities
- Assisting impaired offenders on a one-to-one basis with activities of daily living
- Serving as a suicide buddy if program is offered and after training

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Janitorial and other duties not included in #1 above

3. The correctional staff supervises offender workers.
4. The site HSA or designee shall support and participate in dietary inspections as requested dietary inspections by outside agencies such as the Public Health Department and shall review inspections of the Dietary Department and assist in problem solving activities as requested.
5. Medical personnel shall make recommendations concerning work clearances and any restrictions concerning participation in sports and other forms of exercise as indicated by an offender's medical condition. The medical status and reason for any restrictions are documented in iCHRT.
 - a. Offender food service workers will be medically screened according to the requirements of the Department of Health and Social Services by Health Services prior to assignment.
 - b. Daily screening of offender food service workers for signs of communicable disease and safe work habits will be the responsibility of the Dietary Department.
6. The site HSA will report findings, which might endanger health of offenders or staff, and make recommendations for corrective action in writing, to the Dietary Supervisor and during the MAC meetings.

D. Tobacco Usage

1. The use of all tobacco products are prohibited within or on the grounds of any state facility.
2. The site HSA will ensure that health education material includes smoking cessation material. Nicotine replacement products will be available to offenders as prescribed by a privileged health care provider.

E. Offender-Patient Escort

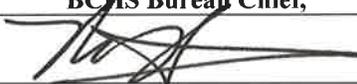
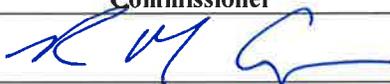
1. The site HSA shall coordinate with security to schedule Sick Call, Chronic Care Clinics, Dental Visits, Behavioral Health and off-site Services in a manner that is

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least disruptive to the facility operations.

2. A report identifying missed off-site healthcare appointments by numbers and reasons shall be made during the MAC meetings.
3. Confidentiality of health information shall be maintained in accordance with BCCHS policy 11-H-1, *Health Records*.
4. Security staff transporting offenders to outside medical visits are provided with health information relative to the transportation, maintaining security, the safety of the offender, officers and the public.

Approval:

Marc D. Richman, Ph.D. BCCHS Bureau Chief,	Date	Robert Coupe Commissioner	Date
	8/12/16		8/29/16