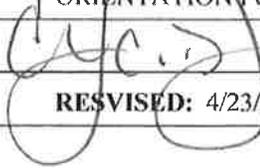


<p align="center">POLICY OF</p> <p align="center">STATE OF DELAWARE</p> <p align="center">DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER</p> <p align="center">C-09</p>	<p align="center">PAGE NUMBER</p> <p align="center">1 of 2</p>
	<p>RELATED NCCHC/ACA STANDARDS:</p> <p>P-C-09, J-C-09 (IMPORTANT)</p>	
<p>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</p>	<p>SUBJECT:</p> <p>ORIENTATION FOR HEALTH STAFF</p>	
<p>APPROVED BY THE COMMISSIONER:</p>		
<p>EFFECTIVE DATE: 4/13/09</p>	<p>RESVISED: 4/23/2010</p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: All health staff receives an immediate basic orientation and all full-time staff completes a formal in-depth orientation to the health services program.
- III. APPLICABILITY: All Department of Correction (DOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: See glossary.
- V. POLICY:
 1. The site Health Services Administrator (HSA) approves and implements an orientation program for all health care staff.
 2. The orientation lesson plan is reviewed, at minimum, every two years or as needed.
 3. All health staff receives a basic orientation on the first day of on-site service. At a minimum, this addresses relevant security and health services policies and procedures, response to facility emergency situations, the staff member's functional position description, and offender-staff relationships.
 4. Within 90 days of employment, all full-time health staff completes an in-depth orientation. At a minimum, this includes all health services policies and procedures not addressed in basic orientation, health and age-specific needs of

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the offender population, infection control including use of standard precautions, and confidentiality of records and health information. The content may vary depending on the roles and responsibilities of the new staff member.

5. Completion of the orientation program is documented and kept on file.

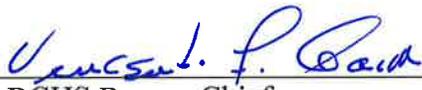
References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-C-09.

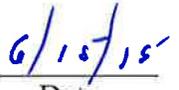
National Commission on Correctional Health Care: Standards for Health Services in Jails, 2008, J-C-09.

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I have reviewed this policy and it is scheduled revision.



Acting BCHS Bureau Chief
Vincent F. Carr, DO, FACP



Date