

<b>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> D-03	<b>PAGE NUMBER</b> 1 of 4
	<b>RELATED NCCHC/ACA STANDARDS:</b> NCCHC: D-3 Clinic Space, Equipment and Supplies; C-7 Staffing ACA: 4-4412 (IMPORTANT); 4-4426, 4-4427 (IMPORTANT)	
<b>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</b>	<b>SUBJECT:</b> <b>CLINIC SPACE, EQUIPMENT, SUPPLIES and STAFFING</b>	
<b>EFFECTIVE DATE: 11/14/2007</b>	<b>REVISED: 4/13/2009; 6/16/2016</b>	
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: To ensure that sufficient medical staffing, supplies, equipment and space are available to provide medical, dental and behavioral health care.
- III. APPLICABILITY: All Delaware Department of Correction (DDOC) employees and Contract Provider staff servicing DDOC offenders.
- IV. DEFINITIONS: See glossary.
- V. SUMMARY OF CHANGES:
- A. This policy has significant revisions and must be reviewed in its entirety. This revision incorporates BCHS policy 11- C-7, Staffing which is hereby rescinded.
- VI. POLICY:
- A. 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.
- B. CLINIC SPACE
1. The amount of space and configuration of the room(s) needed for the care and treatment of the medical, behavioral health and dental patients shall be adequate for all providers with special consideration for privacy needs.
- a. It is the responsibility of the Health Services Administrator to monitor that the clinic space and conditions continue to be adequate and shall communicate all concerns of space and privacy needs to the attention of the facility leadership and at the Medical Advisory Committee (MAC)

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meetings.

- b. When patients are placed in a waiting area for more than a brief period, the waiting area shall have seats and access to drinking water and toilets.
- c. There shall be adequate office space with administrative files, secure storage of health records and writing desks.
- d. Behavioral health services shall be provided in an area with private interview space for both individual assessment and group treatment, as well as a desk, chairs, and lockable file space for relevant testing materials.
- e. When laboratory, radiological, dental or other ancillary services are provided on site, the designated area shall be adequate to store the required equipment, perform the function of that area and provide the required storage space as necessary.

### C. EQUIPMENT

1. The type of equipment, supplies, and materials for examination and treatment depend upon the level of health care provided. However, the medical examination rooms shall have adequate equipment to provide the full scope of primary care.
  - a. The Contract Provider shall be responsible for equipment purchase and maintenance contracts under \$500.
  - b. The Contract Provider shall be responsible for maintaining the dialysis machines and supply the consumable supplies for dialysis.
2. The Man-Down bags and Automatic External Defibrillators are supplied by the Bureau and shall be inspected weekly by the Health Unit personnel for completeness, cleanliness, and expiration dates of medications in accordance with BCHS 11-A-7.3, *Emergency Response Bag and Automatic External Defibrillators (AEDs)*.
3. Each medical evaluation area has, at a minimum, the following equipment, supplies, and materials (in current working order) for the examination and

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treatment of patients:

- hand washing facilities or appropriate alternate means of hand sanitation;
- examination tables;
- a light capable of providing direct illumination;
- scales;
- thermometers, thermometer covers;
- blood pressure monitoring equipment (large & small);
- stethoscope;
- ophthalmoscope;
- otoscope, otoscope covers;
- trash containers for biohazardous materials and sharps;
- equipment and supplies for pelvic examinations if female offenders are housed at the facility;
- in obstetrical areas, doppler, fetal monitor and tape measure,
- patient transportation system, e.g. wheelchair or stretcher.

4. Each dental operatory area has, at a minimum,:

- hand-washing facilities or appropriate alternate means of hand sanitation;
- dental examination chair;
- examination light;
- an x-ray unit with developing capability;
- blood pressure monitoring equipment and oxygen.
- sterilizer;
- a dentist stool;
- instruments;
- trash containers for biohazardous materials and sharps.

5. The Health Services Administrator shall maintain inventory lists of all equipment, materials and supplies and shall provide the inventory list to the Bureau annually.

6. The Health Services Administrator shall ensure that the equipment in the medical areas are maintained and checked on a regular basis.

i. The maintenance schedule shall be part of the site-specific procedures.

#### D. PUBLICATIONS

1. Current medical, behavioral health and nursing manuals will be available for staff. These may be in paper or available through the internet, but at a minimum this will include a current medication reference book(s), a nursing procedure

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book, a current medical reference and the most current DSM for Mental Disorders.

2. All providers should have access to policies, regulations, and mandates relevant to medical and behavioral health care in Delaware that apply to correctional settings.

**E. SUPPLIES**

1. The Contract Provider shall be responsible for the disposable supplies used in the medical and dental suites other than the medications which are obtained from the Pharmaceutical Contract Provider and paid for by the Bureau.
2. The Health Services Administrator or their designee shall maintain inventory lists of all supplies, including a daily sharps count and any discrepancies reported to the site facility leadership and at the MAC meetings.
  - a. The inventory and sharps daily count procedure shall be part of the site-specific procedures.

**F. STAFFING**

1. The site Health Services Administrator identifies the classification and number of staff based on the basic health needs of the population on an annual basis.
  - a. In addition to the population numbers, this annual analysis shall consider the security requirement of medication administration, the enrollees of the Chronic Care Clinic and any backlogs, the number of Sick Call Requests and any backlogs, and Restricted Housing Rounds in developing ratios of offenders to medical, behavioral and dental staff.
2. The staffing plan shall be submitted to the Bureau at the beginning of the calendar year for consideration of any contract amendments that may be necessary.

**Approval:**

<b>Marc D. Richman Ph.D. Chief, BCHS</b>	<b>Date</b>	<b>Robert Coupe Commissioner</b>	<b>Date</b>
	6/8/16		6/16/16