

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER E-11	PAGE NUMBER 1 of 3
	RELATED NCCHC/ACA STANDARDS: P-E-11, J-E-11/4-4382 (IMPORTANT)	
CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES	SUBJECT: NURSING ASSESSMENT PROTOCOLS	
EFFECTIVE DATE: 11/14/07	REVISED: 4/13/09; 4/23/2010	
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY: Bureau of Correctional Healthcare Services (BCHS)
- II. PURPOSE: Nursing Protocols/Standing Orders are guidelines approved by the Medical Director, BCHS and Director of Nursing to assist nursing personnel in the care of common offender health conditions. The care may be education of the offender in self-care, the initiation of approved over-the-counter medications, the initiation of emergency first-aid care or referral to a primary care health care provider.
- III. APPLICABILITY: All Delaware Department of Correction (DDOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DDOC offenders.
- IV. DEFINITIONS: See glossary.
- V. SUMMARY OF CHANGES: This is an interim change deleting the requirement for a protocol manual and approval page as the Nursing Protocols are incorporated into the DDOC Electronic Health Record. In the near future this policy will be incorporated into the BCHS policy 11-E-12 *Continuity of Care*.
- VI. POLICY:
1. This team will review protocols and make needed revisions at least annually.
 2. The use of approved over-the-counter (OTC) medications may be utilized in the Nursing Protocols.
 3. Emergency Standing Orders will guide the nurse in providing care until the physician or emergency medical system responds. The physician must be contacted each time an emergency protocol is used. Prescription medications must receive telephone or verbal approval and be documented on the Physician

STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER E-11	PAGE NUMBER 2 of 3
SUBJECT: NURSING ASSESSMENT PROTOCOLS		

Order sheet with a counter-signature within 72 hours. If the practitioner is unavailable, another provider may sign on an order. In the event of a disagreement with the telephone order the provider may discontinue telephone order and write a new order if necessary.

4. Nurses should refer patients to the physician in accordance with criteria in the Standing Order. This includes immediate referral to the physician, telephone contact with the physician or scheduling the offender to see the physician or mid-level provider.
5. If an offender has been seen more than two times with the same complaint and has not seen a physician or mid level provider, the offender will be scheduled to see the physician at the next available physician's sick call.
6. The nurses will be trained in the use of the approved Nursing Protocols. For the first two weeks a nurse utilizes the protocols, each patient encounter will be reviewed with the nurse by the nursing supervisor or clinician. On a quarterly basis the Director of Nurses will ensure that a designated number of records will be reviewed with each nurse who uses these protocols.
7. The staff will utilize nursing protocol forms for presenting symptoms. When the patient presents with multiple symptoms corresponding to multiple organ systems, a different protocol for each organ symptom must be used. For symptomology that is not covered, a referral will be made to a midlevel or physician. Any prescription medications administered must receive verbal or telephone orders by a practitioner and will be counter-signed by the practitioner within 72 hours. If the ordering practitioner is unavailable, another provider may sign on an order. In the event of a disagreement with the verbal or telephone order the provider may discontinue the order and write a new order if necessary.
8. OTC medication will be documented as part of the Plan and on the offender's medication administration records.

<p align="center">STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER E-11</p>	<p align="center">PAGE NUMBER 3 of 3</p>
<p>SUBJECT: NURSING ASSESSMENT PROTOCOLS</p>		

9. Drug allergies must be carefully reviewed, prior to using OTC medication.
10. The offender's medical record should be present for review by the nurse when utilizing protocols.
11. Offender education will be provided according to an approved Offender Education sheet that follows each Nursing Protocol. The Offender Education includes pertinent information for self-care and follow-up. It is recommended that the offender receive a printed copy of the appropriate Offender Education. Provision of educational materials should be documented in the progress note of the medical record.

Approval:

<p align="center">Marc Richman, Ph.D. Chief, BCHS</p>	<p align="center">Date</p>
	<p align="center">5/22/15</p>