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| <p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p> | <p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">C-03</p> | <p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 2</p> |
| <p>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</p> | <p>RELATED NCCHC/ACA STANDARDS:</p> <p>P-C-03/4-4087 (ESSENTIAL)</p> | |
| <p>APPROVED BY THE COMMISSIONER:</p> | <p>SUBJECT: PROFESSIONAL DEVELOPMENT</p> | |
| <p>EFFECTIVE DATE: 11/14/07</p> | <p>REVISED: 4/13/09</p> | |
| <p>APPROVED FOR PUBLIC RELEASE</p> | | |

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: Healthcare staff has access to on going training appropriate to their responsibilities and job expectations.
- III. APPLICABILITY: All Department of Correction employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: Qualified health care professionals include physicians, physician's assistants, nurses, nurse practitioners, dentists, mental health professionals and other licensed personnel.
- V. POLICY:
 1. The site Health Services Administrator or designee will develop training schedules, soliciting staff input into selection of topics. Training will address medical, mental health, and other needs of the incarcerated population (should be specific to gender, age, etc. of population served in the facility) and administrative issues necessary to work in the correctional environment.
 2. For full time qualified health services personnel, a minimum of 12 hours of continuing education or staff development will be maintained annually. Permanent part time staff will also be provided opportunities for continuing education. Minimum hour requirements will be based on routine hours worked and pro-rated accordingly from the 12-hour minimum for full time employees.
 3. All health services staff providing direct patient care will have current CPR training.

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4. Training attendance will be documented on the Continuing Education Attendance List. These lists will be maintained in a centralized training file or employee personnel files by the Medical vendor.
5. Training programs provided will be reported at MAC meetings.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-C-03