

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER C-03	PAGE NUMBER 1 OF 2
	RELATED NCCHC & ACA STANDARDS: P-C-03 (Essential); J-C-03 (Essential) 4-4085; 2-CO-1D-05; 4-ACRS-4C-04 (Mandatory)	
CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES	SUBJECT: PROFESSIONAL DEVELOPMENT	
EFFECTIVE DATE: 11/14/2007	REVISED: 4/13/2009; 8/06/2015	
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY: Bureau of Correctional Healthcare Services (BCHS)
- II. PURPOSE: To ensure that healthcare staff working in the Delaware Department of Correction (DDOC) has access to on-going training appropriate to their responsibilities and job expectations.
- III. APPLICABILITY: Qualified health care professionals include physicians, physician's assistants, nurses, nurse practitioners, dentists, behavioral health professionals and other licensed personnel working in DDOC facilities.
- IV. DEFINITIONS: see glossary
- V. SUMMARY OF CHANGES: Adds the requirement listing the specific training(s) for professional specialist employees
- VI. POLICY:
- A. It is the policy of the DDOC and BCHS that the site Health Services Administrator (HSA) or designee will develop training schedules, soliciting staff input into the selection of topics. The Medical Vendor 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. It is also the policy of the DDOC that all DDOC and vendor employees who have inmate contact receive forty hours of orientation training during their first year of employment and forty hours of refresher training each year thereafter.
- VII. PROCEDURES:

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- A. The orientation training and annual refresher training will include topics on; medical, behavioral health, and other needs of the incarcerated population (specific to gender, age, etc. of the population served in the facility), Prison Rape Elimination Act (PREA) training, Cyber-Security Awareness, Sexual Harassment, Suicide Prevention, Ethics, HIPAA and administrative issues necessary to work in the correctional environment.
- B. All health services staff providing direct patient care will have current Basic Cardiopulmonary Resuscitation (BLS-CPR) training.
- C. A training program for professional specialist employees who have inmate contact includes, at a minimum, the following:
- Signs, symptoms, and action required in potential emergency situations
 - Administration of first aid and cardiopulmonary resuscitation (CPR)
 - Methods of obtaining medical assistance
 - Signs and symptoms of mental illness, intellectual disabilities, and chemical dependency
 - Procedures for patient transfers to appropriate medical facilities or healthcare providers
- D. Training attendance will be documented through lesson plans and attendance sign-in sheets and maintained by the HSA and reported during the monthly MAC meetings.

Approval:

Marc Richman, Ph.D. Chief, BCHS	Date	Robert Coupe Commissioner	Date
	8/7/15		8/10/15