

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: HSP-201

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 6: HEALTH SERVICES

Sub Chapter: PERSONNEL

Related DOC Policies: AD-TS-04, AD-TS-05, HSF-201, AD-PR-08

Administrative Code Reference: N/A

Subject: HEALTH SERVICES STAFF DEVELOPMENT & TRAINING

PREA Standards: N/A

Responsibility: Dr. Jerome Greenfield

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Authority:

1. PURPOSE

To ensure all health services staff receive appropriate training for education and development pertinent to the performance of their job duties.

2. POLICY

It is the policy of the IDOC Health Services to provide an orientation for all health services staff, as well as ongoing education for IDOC health professionals

3. DEFINITIONS - See IDOC Policy AD-GA-16 for Definitions.

4. PROCEDURES

- A. Each institution is to provide training for all health services staff in order to maintain certification in cardiopulmonary resuscitation (C.P.R.). C.P.R.

automatic external defibrillator (AED), and Basic Life Support from American Heart Association. Heartsaver training from American Heart Association is to be available to non-health services staff in order to provide emergency response within four minutes on a 24-hour basis by appropriately trained staff. First Aid Physical Injuries and First Aid for Sudden Illnesses is provided to all staff on IDOC E-Learning. Documentation and recording of training hours will be maintained by the Training Officer or designee.

- B. All Medical staff will complete their facility's orientation. Nursing staff shall be appropriately oriented and trained in their respective facility's health services area in accordance with IDOC HSF-201, Nursing Orientation Checklist – Health Services. This will be completed within their first 6 months of probationary employment and the completed document will be kept in their employee file.
- C. The professional health services staff is responsible for meeting standards in continuing education for the purposes of licensure requirements. Nursing Services Directors shall maintain a database of all nursing staff's licensure for compliance. DOC Health Services Administrator's designee shall maintain a database for medical, mental health providers and dentists.
- D. All Health Care Staff will participate in DOC New Employee Training (NET) within their first 6 months of probationary period. Health Care staff with patient contact is required to receive 40 hours of education and training on an annual basis in addition to new employee orientation.
- E. Each employee's annual performance evaluation is to reflect participation in education and training programs.
- F. Employees in the following job classification that are required to have licensure or certification to perform their assigned job duties may be granted paid leave during scheduled work hours to meet continuing education requirements:
 - 1. Physician, Physician Assistant, Nurse Practitioner, and Dentist-40 hours per fiscal year.
 - 2. Registered Nurse and Licensed Practical Nurse-20 hours per fiscal year.
 - 3. Dental Hygienist and Dental Assistant-16 hours per fiscal year.
 - 4. Licensed Psychologist-20 hours per fiscal year.
 - 5. Pharmacist-15 hours per fiscal year.
 - 6. Pharmacy Technicians-10 hours per fiscal year.

- G. Continuing education leave must be pre-approved by the supervisor and is at the employee's expense.