

State of Iowa Department of Corrections

Policy and Procedures

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Chapter 6: Health Services
Sub Chapter: Acute/Specialty Services
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Subject: Activities of Daily Living Assistant (ADLA)
ACA Standards: 5-ACI-6B-12
Responsibility: Dr. Jerome Greenfield
Effective Date: March 2021
Authority:

1. PURPOSE

To provide appropriate and competent care to patients needing assistance with Activities of Daily Living (ADLA) by trained workers.

2. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) to provide guidelines for a workers program to assist patients with their activities of daily living.

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3. DEFINITIONS

- A. Activities of Daily Living - A term used to refer to daily cares of an individual such as feeding, bathing, dressing, grooming, etc.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

Each institution shall develop their own procedures for the ADLA program. These procedures will address the hiring process, training, scope of duties, supervision and work schedules.

A. ADLA Program Employment

Workers who are seeking employment in the ADLA Program must comply with Work Program requirements and be approved by the institutional classification committee, or designee, as well as the following:

1. Above average adjustment on both living unit and current work assignment.
2. Understanding and willingness to use a teamwork concept.
3. Above average interpersonal and communication skills including a calm and empathetic attitude toward those receiving ADLA assistance.

B. Training

Following selection, workers will be expected to successfully complete a documented training program.

C. Restrictions

ADLA workers will have the following restrictions:

1. Successful completion of Bloodborne Pathogen protocol training.
2. All workers will be offered the Hepatitis B immunization if they have not received it in the past.
3. Probationary status for the first 90 days following completion of training.
4. Periodic in-services will be held throughout the year as refresher courses and to provide any additional training.
5. Applicants will be screened for SVP codes. Perpetrator codes shall not be allowed to participate as an ADLA worker.
6. All workers will sign a patient confidentiality statement.

D. Gratuity

The ADLA Program supervisory staff is responsible for payroll. Any disagreements shall be directed to them.

E. Scope of Duties

1. ADLA workers may be called upon to assist patients with the following medical/physical/mental health problems:
 - a. Geriatric
 - b. Post-Surgical

- c. Medically/Mentally/Physically Challenged
2. Specific duties may include, but are not limited to:
- a. Oral care
 - b. Patient transfers using lift, gait belt or other devices
 - c. Dressing
 - d. Assist nursing staff as directed
 - e. Ambulation (walking)
 - f. Cleaning patient rooms, making beds, changing linens
 - g. Feeding
 - h. Delivery of meals
 - i. Observation of patients
 - j. Running errands and escorting patients as directed.
 - k. Completing commissary requests, store orders and purchases which are reviewed by the unit officer prior to submission.
 - l. Bathing
 - m. Toileting
 - n. ADLA workers shall not be involved in administering any type of medical treatments or medications.

F. Supervision

1. Each institution will designate a supervisor of the program.
2. ADLA workers will take direction from the unit nursing staff on patient care and task prioritization.
3. ADLA workers **do not** have authority to give directives to the patients in their care.

G. Termination

1. Staff may suspend any worker from duty at any time and the issue will be reviewed by the ADLA supervisor.
2. Documented rationale for dismissal may include:
 - a. Incomplete or unsuccessful training
 - b. Disciplinary report
 - c. Incomplete probationary period
3. Staff that have concerns regarding the conduct or behaviour of an ADLA worker will submit their concerns in writing to the program supervisory staff for review.

H. Work Schedule

1. Work schedules per institutional procedure.
2. Workers may be called from their living units to assist as needed determined by unit correctional officers and reviewed by ADLA program supervisory staff.

I. Handbook

1. A handbook with the ADLA job description, training, and general information will be kept with this policy on each of the special housing units where ADLA workers may be utilized.
2. This handbook will be reviewed and updated annually.