

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: HSP-618

Applicability: DOC

Chapter 6: Health Services

Sub Chapter: Acute/Specialty Services

Related DOC Policies: IO-SE-03

Administrative Code Reference: N/A

Subject: Health and Safety

ACA Standards: 5-ACI-5D-01, 5-ACI-7A-07

Responsibility: Dr. Jerome Greenfield

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Authority:

### 1. PURPOSE

To promote health and safety programs which ensure a safe and healthy environment for all affected personnel and patients within the Iowa Department of Corrections (IDOC).

### 2. POLICY

It is the policy of the Iowa Department of Corrections to ensure health services participates in institutional and departmental health and safety programs.

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

### 4. PROCEDURES

- A. Each institutional Health and Safety Committee must include the Nursing Director or designee.
- B. The *Accident Report form*, **HSF-618J**, is to be used for documenting health information pertaining to all patient accidents. Part 1 of form **HSF-618J** is to be completed by a DOC staff member that the accident is witnessed by or reported to.

- C. Health Services will receive the accident report, assess the patient and a nursing encounter is completed into ICON Medical as Accident Work Related or Accident Non-Work Related.
- D. The Accident report will be scanned into the patient's EMR and the original forwarded to the facility Safety Officer.
- E. Annually, each facility shall consult with health services staff on different engineering control, new equipment options, etc., and this shall be documented in Health Services meetings that also include dental staff.