

State of Iowa Department of Corrections Adult Correctional Institution Policy and Procedures

Policy Number: HSP-204

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 6: HEALTH SERVICES

Sub Chapter: PERSONNEL

Related DOC Policies: AD-CI-02, AD-PR-11, AD-PR-29, HSP-303, PREA-02

Administrative Code Reference: N/A

Subject: STUDENTS/INTERNS

ACA Standards: 5-ACI-6C-01

Responsibility: Dr. Michael Riley

Effective Date: September 2025

Authority:

1. PURPOSE

To ensure that students and interns participating in academic programs within Iowa Department of Corrections Health Services receive structured, safe, and appropriate professional experiences. This includes proper screening, orientation, and supervision in alignment with ACA, NCCHC, and PREA standards..

2. POLICY

It is the policy of the Iowa Department of Corrections to support student learning through internships and clinical rotations that contribute to future healthcare workforce development. Students must be appropriately vetted, trained, and supervised to protect patient safety, institutional security, and compliance with professional standards of care..

3. PROCEDURE

- A. Each institution utilizing students or interns in health services to deliver health care must follow departmental policies by a licensed Iowa Department of Corrections healthcare staff at all times. Students, interns or residents need to be approved by the IDOC Health Services Administrator and/or Medical Services Director when assigned to clinical or behavioral health areas. All contracts, agreements or MOUs related to student nurse clinical placement or educational

experiences within the Iowa Department of Corrections shall be submitted to, and reviewed by, the IDOC Administrator of Nursing. Approval by the IDOC Administrator of Nursing must be obtained prior to implementation of any student nurse program, clinical rotation, or academic partnership. No student nurse shall be scheduled or permitted to begin clinical activities at any IDOC facility until such approval is documented.

- B. Students, interns or residents shall review IDOC's policies **AD-PR-11** *Iowa Department of Corrections General Rules of Employee Conduct*, **AD-CI-02** *IDOC Internship Program*, **AD-PR-27** *Utilization of Information Technology Resources*, and IDOC's **AD-PR-29** *Confidentiality of Information*, with acknowledgement forms completed.
- C. Students, interns or residents shall receive an orientation to institutional rules, sign a written agreement to abide by all IDOC policies and all institutional policies. **(4-4392)**

Any internship greater than 479 hours shall follow DAS requirements for management of interns per 11 iac-57.6(1)

See Intern Implementation Guide:

https://das.iowa.gov/media/1758/download?inline=&utm_email&utm_source=gov_delivery

- D. All students, interns, or residents must be at least 18 years of age to be eligible.
- E. Photo identification cards/School IDs shall be worn and visible at all times while they are on the premises and acting in their capacity.
- F. All students, interns, or residents who are doing an internship, practicum or rotation, and will have direct contact with patients shall be trained on their responsibilities under IDOC sexual violence and sexual harassment prevention, detection, and response policies and procedures. All students, interns, or residents shall be trained on IDOC's zero-tolerance policy regarding sexual violence and sexual harassment and how to report such incidents. IDOC shall maintain written documentation confirming that all students understand the training they have received. **(PREA 115.32 (a)(b)(c))**
- G. All students must be supervised by a qualified, licensed clinician in the related field.

- H. Students and interns are **not permitted to provide care independently**. They may observe and participate under supervision in accordance with their level of education and assigned learning objectives.
- I. Students and interns will be educated on common protocols and rules concerning security, staff and general information about IDOC.
- J. Students and interns may be granted "Read Only" access to ICON Medical and related systems. No documentation entry is allowed unless specifically approved for educational evaluation purposes.

Any student entering data into ICON must complete CJIS training and sign the form.

- K. Students will be provided with information about IDOC structure and healthcare system, communication protocols and reporting lines, infection control and exposure prevention measures, and HIPAA compliance and protected health information handling.
- L. Warden, District Director, Health Services Administrator or designee may, by verbal mandate, immediately suspend, restrict, or postpone the services of any or all interns when a situation of high risk occurs in the facility, office, or the community, or the safety of an intern, student, or resident is threatened. Timeframe for the interruption of the rotation will be provided to the affected individual at the earliest possible time.