



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.5.43	Subject: <b>CLINIC SPACE, EQUIPMENT, AND SUPPLIES</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 5: Clinical Services	Effective Date: January 4, 2020
Department Director Signature: /s/ Cynthia Wolken	Revised:
Medical Director Signature: /s/ Dr. Paul Rees	
Clinical Services Division Administrator Signature: /s/ Connie Winner	

**I. POLICY**

The Department of Corrections will ensure sufficient and suitable space, supplies, and equipment are available for the facility's medical, dental, and mental health services.

**II. APPLICABILITY**

All secure care facilities Department-owned and contracted.

**III. DEFINITIONS**

**Responsible Health Authority** – The Clinical Services Division Administrator that is tasked with ensuring the organization and delivery of health care in the facility.

**IV. DEPARTMENT DIRECTIVES**

**A. General Requirements**

1. Examination and treatment rooms for medical, dental, and mental health care are available and large enough to accommodate the necessary equipment, supplies, fixtures, and to permit privacy during clinical encounters to meet the needs of the offender population.
2. Pharmaceuticals, medical supplies, and mobile emergency equipment are available and checked in accordance with policy.
3. Facilities will ensure there is adequate office space with administrative files, secure storage of health records, and writing desks.
4. When laboratory, radiological, or other ancillary services are provided on-site, the designated area is adequate to hold equipment and records.
5. When patients are placed in a waiting area for more than a brief period, the waiting area has seats and access to drinking water and toilets.
6. At a minimum, daily inventories are maintained on items subject to abuse (e.g., syringes, needles, scissors, other sharp instruments).

**B. Medical Equipment, Supplies, and Materials**

1. Facilities have, at a minimum, the following equipment, supplies, and materials for the examination and treatment of patients:
  - a. hand-washing facilities or alternate means of hand sanitations;
  - b. examination table;
  - c. light capable of providing direct illumination;
  - d. scale;
  - e. thermometer;
  - f. blood pressure monitoring equipment;
  - g. stethoscope;
  - h. ophthalmoscope
  - i. otoscope;
  - j. transportation equipment (e.g., wheelchair, stretcher);
  - k. trash containers for biohazardous materials and sharps;
  - l. sterilizer for non-disposable medical or dental equipment;
  - m. appropriate space, equipment and supplies for pelvic examinations if the facility houses females;
  - n. oxygen;
  - o. automated external defibrillator;
  - p. pulse oximeter; and
  - q. personal protective equipment (e.g., gloves, eye protection, gowns, masks).

**C. Dental Equipment, Supplies, and Materials**

1. Basic equipment required for on-site dental examinations includes, at a minimum:
  - a. hand-washing facilities or alternate means of hand sanitations;
  - b. dental examination chair;
  - c. examination light;
  - d. instruments;
  - e. trash containers for biohazardous materials and sharps;
  - f. dentist's stool;
  - g. personal protective equipment; and
  - h. sterilizer.

**D. Mental Health Equipment, Supplies, and Materials**

1. Individual therapies and assessments as well as group therapies are provided in an area with private interview space, as well as desks, chairs, and lockable file space as necessary.
2. Relevant psychological testing materials, supplies, and reference resources are available to support the mental health evaluations completed on-site and are stored in a secure area.
3. When the mental health staff give injections of psychotropic medication or manage medication reactions in the mental health area, at a minimum, the following equipment, supplies, and materials for the examination and treatment of offenders are necessary:

Policy No. DOC 4.5.43	Chapter 4: Facility/Program Services	Page 3 of 3
Subject: <b>CLINICAL SPACE, EQUIPMENT, AND SUPPLIES</b>		

- a. hand-washing facilities or appropriate alternative means of hand sanitations;
  - b. blood pressure monitoring equipment;
  - c. stethoscope; and
  - d. trash containers for biohazardous materials and sharps.
4. Any pharmaceuticals, medical supplies, and mobile emergency equipment kept in the mental health are checked regularly. At a minimum, weekly inventories are maintained on items subject to abuse (e.g., syringes, needles, scissors, other sharp instruments, testing supplies).

## **V. CLOSING**

Questions concerning this policy should be directed to the Clinical Services Division Administrator.

## **VI. REFERENCES**

- A. P-D-03; National Commission on Correctional Health Services in Prisons, 2018*
- B. MH-D-03; National commission on Correctional Mental Health Services in Correctional Facilities, 2015*
- C. Y-D-03; National Commission on Correctional Health Services in Juvenile Detention and Confinement Facilities, 2015*

## **VII. ATTACHMENTS**

None