



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

Policy No. DOC 4.5.46	Subject: <b>ORIENTATION FOR HEALTH STAFF</b>	
Chapter 4: FACILITY/PROGRAM SERVICES		Page 1 of 2
Section 5: Clinical Services		Effective Date: January 4, 2021
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 qualified health and mental health professionals are appropriately oriented to work in the correctional environment and understand their roles and responsibilities.

**II. APPLICABILITY**

All secure care facilities, Department-owned and contracted.

**III. DEFINITIONS**

**Facility Administrator** – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

**Qualified Health Care Professionals** – Physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for offenders, including contracted or fee-for service professionals.

**Qualified Mental Health Professionals** – Psychiatrists, psychologists, psychiatric social workers, psychiatric nurses, licensed professional counselors and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of offenders.

**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. The orientation program is approved by the responsible health authority and the facility administrator.
2. The orientation lesson plan is reviewed annually or more frequently, as needed.

Policy No. DOC 4.5.46	Chapter 4: Facility/Program Services	Page 2 of 2
Subject: <b>ORIENTATION FOR HEALTH STAFF</b>		

3. All health staff receive a basic orientation on or before the first day of on-site service and prior to offender contact.
4. Within 90 days of employment, all full-time, part-time, and frequently used temporary health staff complete an in-depth orientation.
5. Completion of the orientation program is documented and kept on file.
6. Health care and mental health staff remain subject to the same security regulations and mandatory training requirements as other facility employees.

#### **B. Basic Orientation**

1. Health care staff basic orientation covers, at a minimum, the following:
  - a. relevant security and health services policies and procedures;
  - b. response to facility emergency situations;
  - c. the staff member's functional position description; and
  - d. offender-staff boundaries and relationships.

#### **C. In-Depth Orientation**

1. Health care staff in-depth orientation includes a full familiarization with the health services delivery system and focuses on the similarities and differences between providing health care in the community and in a correctional setting to include, at a minimum, the following:
  - a. all health service policies and procedures not addressed in basic orientation;
  - b. health and age specific needs of the offender population;
  - c. infection control including use of standard precautions; and
  - d. confidentiality of records and health information.
2. The content may vary depending on the roles and responsibilities of the new staff member(s).

#### **V. CLOSING**

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

#### **VI. REFERENCES**

- A. *P-C-09: National Commission on Correctional Health Care Services in Prisons, 2018*
- B. *MH-C-03; National Commission on Mental Health Care in Correctional Facilities, 2015*
- C. *Y-C-09; National Commission on Correctional Health Services in Juvenile Detention and Confinement Facilities, 2015*

#### **VII. ATTACHMENTS**

None