



MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE

Table with 2 columns: Procedure No. (MSP HS C-03.0) and Subject (ORIENTATION FOR HEALTH STAFF). Rows include Reference, Effective Date, Signature/Title, and Revised date.

I. PURPOSE

All health staff receives an in-depth orientation to the health services program and participate annually in continuing education appropriate for their positions.

II. DEFINITIONS

Competency – a job related task that can be observed and measured.

Continuing Education – courses or seminars that allow staff to earn continuing education units (CEUs) that may be required by state regulatory boards for renewal of licensure or certification.

Mandatory Training – training that is required or specifically designated by the Department director or administrator to be completed during any given training year.

New Employee Orientation – position, site-specific, or on the job training for newly hired employees that includes review of specific department and program purposes, goals, policies, and procedures.

Performance-oriented Training – training that tests an employee’s ability to perform specific tasks and meet set standards to successfully complete the training.

Qualified Instructor – an individual who has successfully completed an instructor development course or an equivalent program and has met additional specialty instructor or curriculum orientation training as necessary.

Specialized Training – training that requires staff to maintain necessary knowledge and skills and demonstrate their technical competencies on a predetermined basis.

Training – an organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel that may include classroom instruction, distance learning, on-the-job training, independent study, meetings, and conferences where proof of completion and attendance is required.

III. PROCEDURES

A. General requirement

- 1. Upon completion of Montana State Prison basic staff orientation, and within 90 days of employment, all full-time health staff will receive a complete, formal, in-depth orientation to the health services program.

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2. Health staff will review all health service policies and procedures (*DOC policies, Chapter 4, Healthcare, section 5, numbers 4.5.2-38, MSP 4.5.100, & MSP 4.5.101*) not addressed in basic orientation.
3. The [MSP Nursing Skills Checklist and Self Evaluation form](#) will be implemented by the RN Nurse Educator and reviewed by a member of the nursing management team to identify and develop an individual orientation plan specific to the needs of that individual and the institution.
4. Initially, the full-time nursing staff member will be given the MSP Orientation Competency Template Revised RN/LPN Packet and assigned a preceptor to orient and cover every area in the Packet. The full-time staff member will be assigned tasks with the preceptor to gain the needed knowledge in all areas of the health care delivery system. Once the individual nurse/nurses have completed orientation with assigned preceptor/preceptors, the full-time nurse will be scheduled to meet with the nurse educator. During the meeting with the Nurse Educator, the Packet will be reviewed for understanding and questions. Skill competencies will be reviewed and tested by the nurse educator.
5. The length of each individual's orientation phase will be directly dependent upon the knowledge they exhibit in all areas of the health care delivery systems. This will be related to years of experience and exhibited clinical knowledge.
6. Skills competencies will be tested at the annual skills fair. Skills competencies tested at annual skills fairs will be tailored to each staff member's level of licensure or job duties.

B. Education

1. All qualified health care professionals will participate in annual continuing education appropriate for their position and licensure.
2. Full-time qualified health care professionals are required to obtain 12 hours of health-related continuing education per year.
3. This education will be provided by qualified instructors who possess knowledge in the subject matter or by persons possessing current instructors' certificate from an approved body:
 - a. this education may be obtained through distance learning, health related conferences, seminars, and/or independent study; and
 - b. the training records and current CEU's will be held by department training personnel and may be accessed by each individual employee.
4. All health care professionals are required to have current healthcare professional cardio-pulmonary resuscitation certification which will be provided by the RN Nurse Educator.

IV. CLOSING

Questions concerning this operational procedure will be directed to the MSP Clinical Services Manager.

V. ATTACHMENTS

[MSP Nursing Skills Checklist and Self Evaluation form](#)

MSP Infirmary Competency Checklist: ORIENTATION RN, LPN.

