



POLICY DIRECTIVE

Policy:	DOC 4.5.46 ORIENTATION FOR HEALTH STAFF
Effective Date:	01/04/2021 Page 1 of 2
Revision Date(s):	04/24/2026
Department Director Signature:	/s/ Eric Strauss, Director
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

I. POLICY

The Department 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 facilities, Department-owned and contracted.

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

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.
3. All health staff receive 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 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 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 members.

V. CLOSING

Questions about this policy should be directed to the Health Services Bureau Chief.

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, 2022*