



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure #4.334

### Orientation for Health Staff

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<b>Authority:</b> Wyoming Statute(s): 25-1-104; 25-1-105  ACA Standard(s): None Noted  NCCHC Standard(s): P-C-09	<b>Effective Date:</b> July 30, 2015 <b>Revision/Review History:</b> 07/01/14 07/01/13 07/11/12
<b>Cross Reference of Policy:</b>	<b>Summary of Revision/Review:</b> Updates existing policy pursuant to annual review.
<b>Approved:</b>  R.O. Lampert Robert O. Lampert, Director	<b>Supersedes Existing Policy :</b>  7-22-15 Date

#### REFERENCE

1. ATTACHMENTS – None Noted
2. OTHER – None Noted



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## I. PURPOSE

- A. **Health Services Program Staff Orientation.** The purpose of this Policy and Procedure is to provide orientation training to health staff within Wyoming Department of Corrections (WDOC) facilities.

## II. POLICY

- A. **Healthcare Staff Orientation.** It is the policy of WDOC that full time health care staff completes a structured, in-depth orientation to the health services program. Part-time health staff and contract personnel shall receive formal orientation appropriate to their assignments and additional training as needed.

## III. DEFINITIONS

- A. **Health Services Administrator:** *(For this policy only.)* The contract staff member responsible for arranging all levels of health care and ensuring quality and access to services by inmates at each facility.
- B. **Orientation Program:** *(For this policy only.)* An introduction and familiarization with the health services delivery system at each facility.
- C. **Pre-Service Academy:** The training location for staff who are newly employed receive required basic correctional theory and practice.

## IV. PROCEDURE

- A. **First Day Orientation.** Health staff shall receive a basic orientation on the first day of on-site service. At a minimum, this shall address relevant security and health services policies and procedures, a tour of the facility and working conditions, facility organization, goals and objectives, inmate-staff relationships, response to facility emergency situations, and the staff member's functional position description.
- B. **In-Depth Orientation.** Within ninety (90) days of employment, full-time health staff shall complete an in-depth facility orientation. At a minimum, this includes:
1. all health services policies and procedures not addressed in the basic orientation;
  2. health and age-specific needs of the inmate population;
  3. infection control including use of standard precautions; and



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4. confidentiality of records and health information.

C. **Orientation Program.** The orientation program shall be approved by the Health Services Administrator and the Medical Director. The content may vary depending upon the roles and responsibilities of the newly hired staff member.

1. The orientation lesson plan shall be reviewed once every two (2) years, or more frequently as needed.

2. Completion of the orientation program shall be documented and kept in the employee's file in the Health Services Administrator or designee's office.

D. **Additional Training.** All healthcare staff shall receive forty (40) hours of training in addition to the orientation training during their first year of employment, and forty (40) hours each year thereafter.

1. The contract medical provider shall ensure new staff receives pre-service training as provided by the WDOC training academy at the earliest opportunity following employment.

i. The WDOC academy operates quarterly and new staff must attend the upcoming quarterly academy.

a. In the event that this is not possible, they must attend the next available academy.

## V. TRAINING POINTS

A. When do new health staff receive a basic orientation, and what is addressed during that time?

B. Within how many days of service should health staff receive an in-depth facility orientation? What is addressed during that time?

C. How many hours should healthcare staff receive (in addition to their orientation) during their first year of employment? How many hours each year thereafter?

D. TRUE/FALSE: New healthcare staff members are encouraged to pre-service training at the academy, but it's not mandatory.