

## **HEALTH AND SUPPORT STAFF ORIENTATION**

STANDARD NO(S):

NYSSA # 124

DATE:

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REFER TO:

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### **I. OBJECTIVE:**

To establish the policy and guidelines for the orientation of newly hired health and support staff.

### **II. POLICY:**

It is the policy of the Seneca County Correctional Facility to make all health and support staff working within the facility aware of security matters and other responsibilities relevant to their position by requiring them to participate in an orientation program.

### **III. DETAILS:**

**A.** Health/Support Staff will mean any non-security or unescorted persons working within the facility, including, but not limited to:

1. Facility Physician
2. Facility Nurse(s)
3. Food Service Personnel
4. Mental Health
5. Teacher(s)
6. Probation/Pre-Trial Officers
7. Clergy
8. Barber
9. Counselors

**B.** In all cases, the orientation will be provided to Health/Support Staff by the facility in any combination of lecture (including FTO training sessions), handouts (including sections of the manual of instruction), and/or video/powerpoint presentations.

1. All Support Staff orientation will include, but not be limited to, the following:
  - a. Facility layout/tour
  - b. Sign in procedures

- c. Obtaining necessary equipment
  - d. Securing personal property
  - e. Items considered contraband
  - f. Duress alarms
  - g. Intercoms
  - h. Radio protocol
  - i. Report writing
  - j. Evacuation routes
  - k. Location and content of all manuals of instruction and reference materials
- 2. All Health Staff orientation will include those topics in the Support Staff orientation as well as the following:
  - a. Emergency and disaster procedures
  - b. Classification procedures
  - c. Infection control and OSHA guidelines
  - d. Procedures for inmate transfer
  - e. Suicide prevention and intervention
  - f. Medication administration
  - g. Inmate requests for health services
  - h. Sick call process
  - i. Nursing protocols
  - j. Chronic illness care
- C. All orientations will be conducted by certified instructors as assigned by the Shift Supervisor or Training Coordinator.
- D. All Health/Support Staff will be required to acknowledge in writing that they have received and understand all of the above topics. Such documentation will be recorded using Form CF-048 (Health and Support Staff Orientation Record) and will be maintained in each person's training file located in the training office.