

d. When the Medical Staff arrive to conduct Sick Call, the Correctional Staff shall give full cooperation to the Medical Staff. Sick Call shall not be delayed, postponed or canceled by any staff member. Any delay or problem with sick call shall be reported to the Shift Commander immediately and logged in the unit logbook. It is the housing unit officer's responsibility to identify, locate, and have the inmates readily available for sick call.

e. All inmates on the Sick Call list must either be seen by the medical staff or sign a refusal in the presence of the medical staff. Inmates scheduled for sick call shall remain in their unit until seen by medical staff.

f. Medical Emergencies: In case of Medical Emergencies (life threatening), the Nurses Station is to be notified by the Emergency Direct Line or extension 3-8458 or 3-8459. The employee making the call shall give all necessary information to the Nurse or Physician, i.e., location of the injured or ill person, type of injury or illness, and whether the person is conscious. The assigned officers are to take immediate life saving measures as required through CPR Training and Suicide Prevention Training until the Medical Staff arrive and relieve them. Officers shall assist the medical team until they are no longer needed. The Shift Commander shall be notified of all medical emergencies as soon as possible after contacting the medical staff. All staff are to be familiar with D.O. 6080.2A "Suicide Prevention".

g. Unscheduled medical problems:

Unscheduled medical problems should be referred to medical doctor on duty. In cases of emergency (life threatening) Command Center is to be notified for paging of Medical Emergency Response Staff.

14. Mail:

*Command Center
notified*

a. Incoming mail shall be distributed by the number three shift daily. The officer distributing mail shall require armband identification for reception of letters and other mail.

b. All incoming privileged correspondence (Legal Mail) shall be delivered by Mailroom personnel and shall be opened with the inmate concerned in attendance. Privileged Correspondence shall be checked for contraband only and not

Dental Screening and Examination

3-ALDF-4E-23
(Ref. 2-5277)

Written policy and procedure require that dental care is provided to each inmate under the direction and supervision of a dentist, licensed in the state, as follows:

- dental screening within 14 days of admission
- dental hygiene services within 14 days of admission
- dental examinations within three months of admission
- dental treatment, not limited to extractions, within three months of admission when the health of the inmate would be adversely affected

Comment:
None.

Levels of Care

Emergency Care

3-ALDF-4E-24
(Ref. 2-5271)
Mandatory

Written policy, procedure, and practice provide that correctional and other personnel are trained to respond to health-related situations within a four-minute response time. The training program is established by the responsible health authority in cooperation with the facility administrator and includes the following:

finish

- recognition of signs and symptoms and knowledge of action required in potential emergency situations
- administration of first aid and cardiopulmonary resuscitation (CPR)
- methods of obtaining assistance
- signs and symptoms of mental illness, retardation, and chemical dependency
- procedures for patient transfers to appropriate medical facilities or health care providers

Comment:

The required CPR certification must be current at the time of the audit, consistent with jurisdictional statutes for certification. The preferred minimum CPR course covers mouth-to-mouth breathing, one- and two-rescuer CPR care for conscious or unconscious choking victims, and respiratory emergencies.

First Aid

3-ALDF-4E-25
(Ref. 2-5265)

First aid kits are available in designated areas of the facility based on need.

Comment:

The availability and placement of first aid kits are determined by the designated health authority in conjunction with the facility administrator. The health authority approves the contents, number, location, and procedures for monthly inspection of the kit(s) and develops written procedure for the use of the kits by nonmedical staff.

c. To provide environmental services for pest control.

8. **DOC PRIVACY OFFICER.** Under the auspices of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the DOC Privacy Officer has oversight and managerial responsibility for the use and disclosure of protected health information that is maintained by the health care provider and other contract business associates.

9. **MEDICAL RESEARCH.** All medical research requests shall follow guidelines set forth in DOC Program Statement PS 1311.1D "Management Controls Research Activities" (12/15/03). The request to conduct medical research shall require:

a. DOC, contract employees and non-employees shall not use data that is created or maintained by DOC or conduct any form of research that DOC has not authorized in advance nor shall any person use DOC data or conduct research contrary to the stipulations in this directive.

b. All outside research proposals/requests shall be submitted for approval to the D.C. Department of Corrections, Office of the Director, 1923 Vermont Avenue, N.W., Washington, D.C. 20001.

c. Requests to conduct research about inmates (current/former) that includes the use of PHI shall be submitted to the Office of Internal Controls, Compliance and Accreditation (OICCA) and the DOC Privacy Officer in accordance with PS 1311.1D "Management Controls-Research Activity".

10. TRAINING PROVIDED BY DOC

a. The DOC Training Administrator shall ensure that all correctional employees receive annual training in inmate referrals for medical, dental and mental health services, suicide prevention, First AID, CPR and emergency procedures. This training shall be documented for each employee.

b. The DOC Training Administrator shall ensure that medical contract employees receive pre-service and annual refresher training in Health Information privacy under the Health Information Portability and Accountability Act (HIPAA), Sexual Harassment Against Employees, Sexual Misconduct Against Inmates, Suicide Prevention, appropriate employee attire, fire safety, environmental safety and sanitation, professional inmate-employee relationships, inmate con games, key control, tool control, and inmate accountability.

c. DOC provides training with documentation for inmates, who are assigned to the environmental squad, in safety precautions and methods for the clean up of infectious waste spills and proper disposal of biohazardous materials.

Training of Correctional Officers

Correctional Officers in the DC Department of Corrections undergo a great deal of training to enable them to perform at optimal levels. Listed below are descriptions of the various courses required of DC Correctional Officers.

CPR/FIRST AID : Employees will be provided with information and skills needed in performing duties as the first link in an emergency medical situation. Topics include what to do to keep someone alive, to reduce pain, and to minimize the consequences of injury or sudden illness until professional medical help arrives.

ENVIRONMENTAL/SANITATION CONTROL: Includes training for employees in safety and sanitation of housing units, medical units, male and female R&D, culinary units and all other applicable areas.

FIRE PREVENTION: The purpose of this course is to make each employee aware of emergency procedures in the event of fire, and legal obligation on the part of the employee. Employees will understand the three components necessary to start fire, identify different types of fire extinguishers, state four by-products of fire.

FIREARMS TRAINING: This course provides officers and qualified employees with annual weapons qualification training. Employees will learn the safe handling and safe practices with firearms and demonstrate accuracy of shooting proficiency.

HANDLING THE VIOLENT OFFENDERS : This course enhances the knowledge and skill employees need in dealing with the violent offender within our institutions.

Attendees will be provided an opportunity to define and identify types of aggression and violence and techniques that may be used to reduce the aggression and/or violence.

HEALTH PRECAUTIONS: This course provides education and information sessions to all staff focusing on infectious diseases, e.g., HIV/AIDS, Tuberculosis (TB) Hepatitis AB&C and Sexually Transmitted Diseases (STD).

INTRODUCTION TO PERSONAL COMPUTERS: This course provides a basic understanding of the use of computers and the Windows 95 interface. Emphasis will be placed on basic use of the computer, including starting up and