

<b>CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL</b>	Effective Date: 10/30/2013	<b>NUMBER: C-25.1</b>  <b>Page 1 of 1</b>
	Replaces: 10/15/2012	
	Formulated: 10/85	
	Reviewed: 10/18	
<b>ORIENTATION TRAINING FOR HEALTH SERVICES STAFF</b>		

**PURPOSE:** To familiarize newly employed Health Services personnel with an overview of the Texas Department of Criminal Justice that includes security procedures, Correctional Managed Health Care policies and procedures, to include facility specific policy and procedures, health services available to offenders, and the role of Health Services personnel in a correctional setting.

**POLICY:**

- I. All Health Services staff will complete a formal orientation program. It is recommended the program be completed within 30 days but required that it be completed within 90 days. Each university and private prison is responsible for developing and implementing the orientation program. Completion of the orientation is documented and kept in the employee's personnel file.
  
- II. The orientation should focus on the similarities as well as the differences between providing health care in the community and the correctional setting. Topics presented in orientation include: security, classification, health care needs of the offender population, offender social system, organization of Health Services and the Department of Criminal Justice, infection control, the Patient Liaison Program, the detection, assessment, and response to offender-victims of sexual abuse and sexual harassment, the preservation of physical evidence, and how and to whom to report allegations or suspicions of sexual abuse and sexual harassment.
  
- III. Contract and subcontract personnel are required to complete an orientation program, if possible within 30 days, but required within 90 days of hire. This orientation is available through each university as well as each private prison.
  
- IV. Former Health Services employees who return within one year after their termination date may be exempt from orientation unless requested by the hiring authority on the facility.
  
- V. It is the responsibility of the facility health administrator (TTUHSC)/management team (UTMB) to ensure that orientation is scheduled for each new or contract employee through each university or private prison or an equivalent orientation program. Documentation of attendance is placed in the employee's personnel file.

Reference: ACA Standard 4 - 4082 (Ref. 3 - 4079)  
ACA Standard 4 - 4085 (Ref. 3 - 4082)  
PREA Standard 115.35 Specialized Training: Medical and Mental Health