



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 10-120A	PAGE NUMBER 1 of 3
		SUBJECT: PROGRAMS AND SERVICES: Utilization of Offenders in the Health Services Area	
Approved By:  Secretary of Corrections		Original Date Issued: 10-06-15	Replaces Version Issued: N/A
		CURRENT VERSION EFFECTIVE: 10-06-15	

APPLICABILITY:	<input checked="" type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

Offenders shall be permitted to perform routine housekeeping tasks, under appropriate staff supervision, in the health care service area(s) of a facility. Offenders shall be prohibited from being used in the delivery of health care services including, but not limited to: performing direct patient care; scheduling health care appointments; determining access to health care of other offenders; being responsible for or handling surgical instruments; syringes; needles; medications or health records; and operating diagnostic or therapeutic equipment. (ACI 4-4393 NCCHC P-C-06)

The policy and procedures established in IMPP 10-109, regarding offender work assignment and removal shall be applicable to the provisions of this IMPP.

DEFINITIONS

Communicable disease: A disease due to an infectious agent which may be transmitted directly or individually from one individual to another.

Direct supervision: Observation of an offender or a group of offenders by staff with sufficient frequency to assure continuous accountability for movements and activities of the offenders.

Housekeeping tasks: Supervised work activity which is limited to the cleaning of health service areas and assembly of blank health record forms.

Standard Precautions: Represents the minimum infection prevention measures that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered 1) hand hygiene, 2) use of personal protective equipment (e.g., gloves, gowns, facemasks), depending on the anticipated exposure, 3) respiratory hygiene and cough etiquette, 4) safe injection practices, and 5) safe handling of potentially contaminated equipment or surfaces in the patient environment.

PROCEDURES

I. Selection of Porters in Health Service Areas

- A. Offenders may be assigned to work as porters in the health services area. The unit team, warden, or designee prior to work assignment, per IMPP 10-109, shall screen these offenders.
 - 1. When screening offenders for work in the health services area, the following factors shall be considered:

- a. Criminal history;
- b. History of substance abuse;
- c. History of communicable diseases; and,
- d. Disciplinary record.

II. Orientation of Offender Workers to Duties in the Health Care Area

- A. Offenders shall not be assigned to work tasks in the health care area until appropriate medical staff has provided them instruction on standard precautions and training in infection control practices within the work area.
 1. Offenders whose duties would include the handling of biohazardous wastes (e.g., dirty linens or utensils) shall be provided appropriate training and materials appropriate to the discharge of their duties. (ACI 4-4354, NCCHC P-B-01)

III. Restriction of Duties (ACI 4-4393, NCCHC P-C-06)

- A. Offenders shall not be used as health care workers. Offenders shall not substitute for regular program or health staff in peer health-related programming.
- B. The Warden and the Health Services Administrator may use offenders in formal peer health-related programs as approved.
- C. Approved programs include:
 1. Housing buddy system. Offenders may assist other handicapped offenders in activities of daily living, to include, ambulation, bathing, dressing, feeding, and toileting.
 2. Offender support group that assist other offenders with health problems such as a buddy system for potentially suicidal offenders.
 3. Hospice program assistance for activities of daily living.
- D. Offenders shall not be assigned the following duties:
 1. Performing direct patient care services;
 2. Scheduling of health care appointments;
 3. Determining access to health care of other offenders; and,
 4. Being responsible for, handling, or having access to:
 - a. Surgical instruments;
 - b. Syringes;
 - c. Needles;
 - d. Medications;
 - e. Health records; and/or,
 - f. Operating diagnostic or therapeutic equipment.

IV. Offender Supervision

- A. The Warden or designee shall designate an employee(s) to be responsible for the supervision of the offender porter(s) assigned to the health services area. A list of offender duties shall be compiled and maintained in the same manner as other job assignments.
- B. Offenders porter(s) shall be under direct supervision when present in areas where surgical instruments, syringes, needles, medications, health records, or other medical supplies are present.

V. Restricted General Order Development

- A. Any General Orders written with reference to this policy shall be limited to the definition of offender work responsibilities, location, and hours of work.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

IMPP 10-109
ACI 4-4354 4-4393, NCCHC P-B-01, P-C-06

ATTACHMENTS

None.