

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-C-09.1

SUBJECT: ORIENTATION AND ASSIGNMENT OF CONTRACT AGENCY
TEMPORARY PROFESSIONAL MEDICAL PERSONNEL

POLICY: All contract agency personnel will complete training as determined by the Health Services Section and Oregon Department of Corrections Policy. Duties assigned to contract agency personnel shall be supportive of the operation of the Health Services program. Prior to initial assignment at any ODOC facility, contract agency personnel will receive four (4) hours of orientation specific to the facility and the health care program. Within the first month of employment, contract agency personnel will also receive eight (8) hours of training specific to delivery of health care in the correctional setting. This orientation program provides contract agency personnel with a basic understanding of the department's expectations for the conduct of personnel, the department's mission, rules, policies, regulatory requirements and procedures.

REFERENCE: NCCHC Standard P-C-09
DOC Policy 20.7.2, Orientation Programs
Olsten Health Service Contract #1379

PROCEDURE:

- A. The supervisor will be responsible for scheduling four (4) hours of orientation by the assigned health service facility prior to duty assignment of the agency personnel.
- B. Agency personnel will complete the Health Service Orientation manual specific to their job assignment.
- C. The supervisor will be responsible for scheduling the Health Service related training within the first month of employment.
- D. The cost of providing the eight (8) hours of Health Service training and the four (4) hours of orientation will be at the contractor's expense.
- E. At no time shall agency personnel be assigned to perform duties without the presence of an experienced ODOC Health Service employee.
- F. Contract agency personnel will be responsible for maintaining a list of agency nurses who have completed the Department of Corrections' orientation program.

Effective Date: _____
Revision date: February 2007
Supersedes P&P dated: January 2006