

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-C-09.2

SUBJECT: DEPARTMENT AND CLINICAL SITE ORIENTATION FOR STUDENTS AND INTERNS

POLICY: Health care professions students and interns are visitors to whom certain privileges and courtesies have been extended. All Health Services interns and students will complete a pre-service orientation program as determined by the Health Services Section and by Oregon Department of Corrections policy prior to initial assignment at any ODOC facility. That program will, at a minimum, provide an introduction to Institutional Security, Department Policy and the Health Care program. This orientation program provides personnel with a basic understanding of the department's expectations for the maintenance of security, conduct of personnel, roles and responsibilities, the department's mission, rules, policies, regulatory requirements and procedures.

REFERENCE: NCCHC Standard P-C-09
DOC Policy 20.7.2, Orientation Programs
Student-Volunteer Orientation PowerPoint Presentation

PROCEDURE:

- A. Contracts between Oregon Department of Corrections and the educational institution will be completed and in place prior to students coming on-site for clinical rotations and/or externships.
- B. Orientation to include:
 - 1. Oregon Accountability Model
 - 2. Dress code
 - 3. Code of ethics
 - 4. Code of conduct
 - 5. Confidentiality and HIPPA
 - 6. Professional boundaries
 - 7. Security requirements and regulations
 - 8. LEDS checks
 - 9. Identification cards/Visitor cards and Entry Procedures
 - 10. Assessments
 - 11. Sick call triage
 - 12. Emergency Triage and Management

Department and Clinical Site Orientation for Students and Interns

13. Resource Utilization outside the facility
14. Procedure for release of information
15. Expected documentation practices
16. Isolation procedures
17. Student-Volunteer Orientation PowerPoint Presentation

C. Orientation checklist:

1. A checklist of orientation topics will be initiated, signed by the student and Staff Supervisor and retained in a central record at Health Services.
2. Copies of the completed checklist will be given to the student and sent to the student's instructor if requested.

Effective date: _____

Revision date: February 2007

Supersedes P&P dated: November 2006

Oregon Department of Corrections
Health Services

Orientation Checklist for
Students and Interns

Orientation to Include:

- Oregon Accountability Model
- Dress Code
- Code of Ethics
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Student's Signature

Staff Supervisor's Signature

Date

Date

Copies to:

- Central Health Services
- Student
- Student's Instructor