

OREGON STATE HOSPITAL

POLICY

SECTION 6: Patient Care **POLICY: 6.024**

SUBJECT: Transportation and Supervision Ratios

POINT PERSON: Treatment Services Director

APPROVED: Dolores Matteucci **DATE: NOVEMBER 17, 2022**
Superintendent

SELECT ONE: New policy Minor/technical revision of existing policy
 Reaffirmation of existing policy Major revision of existing policy

I. PURPOSE AND APPLICABILITY

- A. Oregon State Hospital (OSH) establishes transportation ratios, supervision ratios, and staff expectations during transports and patient activities within OSH's secure perimeter to maintain a safe environment.
- B. This policy applies to transportation of patients between locations within the secure perimeter and supervision during off-unit patient activities within the secure perimeter.
- C. This policy does not apply to movement outside the secure perimeter (e.g., on-grounds walks or other patient-privileged outings). Staff escorting patients on patient-privileged outings should refer to OSH policy 6.006, "On-grounds and Off-grounds Movement."
- D. This policy applies to all staff.

II. POLICY

- A. Staff transporting or supervising patient activities within the secure perimeter must follow Procedures A and take appropriate precautions to maintain a safe environment, such as securing doors and observing patient activity.
 - 1. Staff must be aware of and respond to security risks and patient needs, including physical disabilities. All staff are responsible to verify secure perimeter doors are latched closed and locked.
 - 2. Staff must wear a Personal Mobile Transmitter (PMT) per OSH policy 8.035, "Duress Alarm System," and carry radios or state-issued cell phones when

transporting patients or during activity supervision within the secure perimeter.

- B. Staff must maintain appropriate transport and/or activity supervision staffing ratios per this policy.
 - 1. Patients and staff may request additional staff for a transport or for activity supervision.
 - 2. Visitors or volunteers may not count in the staffing ratio.
- C. Staff must provide identification badges to patients as required in OSH policy 8.007, "Identification Badges."
- D. Transportation ratios are *not* considered to be supervision ratios, and supervision ratios are *not* considered to be transportation ratios.

Transportation Ratios and Transporting Patients Within the Secure Perimeter

- A. Before transporting patients, staff must complete the transport training provided by OSH Staff Education and Development Department or Nursing department onboarding.
 - 1. Staff may be included in transportation ratios if they have been trained and if consistent with their position description or contract provisions.
- B. Minimum staff-to-patient transportation ratios inside the secure perimeter on both Salem and Junction City campuses of OSH are:
 - 1. Harbors units: two staff for one patient (2:1), two staff for groups of two to ten patients (2:10), adding one additional staff for every one to five additional patients (e.g., 3:15, 4:20);
 - 2. Secure Residential Treatment Facility (SRTF) level of care units: one staff for every patient (1:1), one staff for groups of two to eight patients (1:8), adding one additional staff for every eight patients (e.g., 2:16, 3:24), and
 - 3. All other units: one staff for one patient (1:1), one staff for groups of two to five patients (1:5), adding one additional staff for every one to five additional patients (e.g., 2:10, 3:15, 4:20).
- C. Unless an exception in OSH policy 8.039, "Secure Transport Restraints (STRs)" applies, STRs may not be used within the secure perimeter.
- D. If a patient is found unescorted, the staff person who finds them becomes responsible for the patient.
 - 1. Staff must immediately transport the patient to their home unit.
 - 2. If a patient attempts unauthorized leave, staff must follow OSH policy 8.018, "Unauthorized Leave".

Activity Supervision Ratios Within the Secure Perimeter

- A. Minimum staff-to-patient activity supervision ratios for activities that occur off-unit and within the secure perimeter on both Salem and Junction City OSH campuses are as follows:
1. One staff for every eight patients (1:8), at minimum, for all indoor activities (meals, therapeutic groups, etc.) inside the secure perimeter;
 2. For outdoor activities within the secure perimeter (e.g. quads, plazas, ball field):
 - a. Vocational groups in indoor areas within the secure perimeter: one staff for groups of one to five patients (1:5), and two staff for groups of six to ten patients (2:10);
 - b. All other activities in outdoor areas within the secure perimeter: one staff for one patient (1:1), two staff for groups of two to ten patients (2:10), adding one staff for every additional five patients (e.g., 3:15, 4:20).
- B. Oregon State Hospital (OSH) follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.
- C. Staff who fail to comply with this policy or related policy attachments or protocols may be subject to disciplinary action, up to and including dismissal.

III. DEFINITIONS

- A. "Secure perimeter" means restricted high-security buildings, areas, and quads within the sallyport exits operated to manage movement of persons within the OSH campus. The secure perimeter areas include all quads, the ball field, and Medical Clinic.
1. The secure perimeter for Salem is per Attachment B of OSH policy 6.006, "On-grounds and Off-grounds Movement," and includes the Kirkbride café, chart rooms on every unit, and the cubicle areas other than in Kirkbride building (floors 2-4).
 2. The secure perimeter for Junction City is per Attachment C of OSH policy 6.006, and includes the Valley café, chart rooms on every unit, and the first floor cubicle area.
 3. A secure perimeter door is any door within the above-listed secure perimeter areas.
- B. "Staff" includes employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at Oregon State Hospital (OSH).

- C. "Supervision ratio" means the ratio of staff to patients required during off-unit patient activities on OSH campus within the secure perimeter.
- D. "Transportation ratio" or "transport ratio" means the ratio of staff to patients required for movement between locations within the secure perimeter.
- E. "Transporting staff" in this policy means staff transporting patients between locations within the secure perimeter. Transporting staff are not escorting staff, as defined in OSH policy 6.006.

IV. PROCEDURES

Procedures A Transportation and Activity Supervision Staff Guidelines

V. ATTACHMENTS

VI. RELATED OSH POLICIES AND PROTOCOLS

6.006 On-grounds and Off-grounds Movement

6.029 Forensic Risk Review and Privileges

6.043 Risk Review Panel for Civil Patients

7.016 Outdoors and Fresh Air Patient Rights

8.007 Identification Badges

8.018 Unauthorized Leave

8.035 Duress Alarm System

8.039 Secure Transport Restraints

8.041 Patient Personal Searches

VII. REFERENCES

42 CFR § 482.13

Joint Commission Resources, Inc. (2022). *The joint commission comprehensive accreditation manual for behavioral health care and human services*, HRM.01.06.07. Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2022). *The joint commission comprehensive accreditation manual for hospitals*, EC.02.01.01. Oakbrook Terrace, IL: Author.

Joint Commission Resources, Inc. (2022). *The joint commission comprehensive accreditation manual for hospitals*, LD.04.01.11. Oakbrook Terrace, IL: Author.