

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Clinic Space, Equipment, and Supplies

**Policy Number:** 507.04.56

**Effective Date:** 01/27/2022

**Page Number:** 1 of 5

**Authority:**  
Commissioner

**Originating Division:**  
Health Services Division  
(Physical Health)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

The Responsible Health Authority, in cooperation with the facility Warden/Superintendent, will be responsible for the provision of adequate space, equipment, supplies and materials deemed necessary for the delivery of adequate health care. This procedure is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include private and county prisons.

**II. Authority:**

- A. Ga. Comp. R. & Regs. R.: 125-4-4-.03;
- B. GDC Standard Operating Procedures (SOPs): 507.04.38 First Aid and Personal Protective Equipment Kits, 507.04.40 Urgent/Emergent Care Equipment and Supplies, 507.03.10 Continuing Education for Qualified Health Services Personnel, and 507.04.57 Needle and Syringe Control;
- C. NCCHC 2018 Adult Standard: P-D-03; and
- E. ACA Standard: 5-ACI-2A-03.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

- A. Clinic Space:
  - 1. All health care delivery will be provided in a setting deemed adequate and appropriate by the Office of Health Services. This includes:
    - a. Examination and treatment rooms that are large enough to accommodate the necessary equipment and fixtures and to permit privacy for offenders. Examination and treatment rooms will have ready access to a sink for hand washing.
    - b. Adequate office space with secure storage for administrative files.

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- c. An appropriate area with seats, drinking water and access to toilets for offenders waiting for health care services.
- d. A sufficient secure storage area in the health care area for health records, pharmaceuticals, supplies, and equipment.

**B. Medical Equipment and Supplies:**

- 1. Appropriate medical equipment and supplies will be available in each area in which offenders are treated. Each treatment area will have an inventory of supplies and equipment.
- 2. Access to the following items is considered to be essential for the appropriate examination and treatment of offenders:
  - a. Hand Washing Facility or alternate means of hand sanitation;
  - b. Exam Table(s);
  - c. Gooseneck Light or light capable of direct illumination;
  - d. Scale;
  - e. Thermometer;
  - f. Blood Pressure monitoring equipment;
  - g. Stethoscope;
  - h. Ophthalmoscope;
  - i. Otoscope;

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- j. Transportation Equipment: Wheelchair and portable stretcher as described in SOP 507.04.40, Urgent/Emergent Care Equipment and Supplies;
  - k. Trash containers for biohazardous materials and sharps;
  - l. Sterilizer for non-disposable medical or dental equipment;
  - m. Appropriate space, equipment, and supplies for Pelvic Examinations (For Females);
  - n. Oxygen;
  - o. Automated External Defibrillator;
  - p. Peak flow meter;
  - q. Pulse oximeter;
  - r. Personal Protective Equipment (gloves, eye protection, gowns, masks); and
  - s. Telemedicine sites will maintain equipment and supplies in as directed by the Statewide Telemedicine Coordinator.
3. Additional basic equipment required for on-site dental examinations includes, at a minimum:
- a. Hand washing facilities or alternate means of hand sanitation;
  - b. Dental examination chair;
  - c. Examination light;
  - d. Dental instruments;

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- e. Trash containers for biohazardous materials and sharps;
  - f. Dental stool; and
  - g. Personal protective equipment (gloves, eye protection, gowns, masks).
4. The presence of a dental operatory requires the addition of at least:
    - a. An x-ray unit with developing capability;
    - b. Blood pressure monitoring equipment; and
    - c. Oxygen.
  5. A system will be established by the Responsible Health Authority or designee for the maintenance and servicing of equipment to maintain good working order.
  6. Sharps and tools will be accounted for in accordance with SOP 507.04.57, Needle and Syringe Control.
  7. Preparation and submission of requests for any facility modifications, equipment needs, or other supplies/materials deemed necessary to deliver adequate care will be forwarded, through the Warden, to the Office of Health Services for review and approval prior to the initiation of changes.
  8. Current medical and nursing reference materials as determined by the GDC medical and nursing directives will be available in the medical section for health care personnel. See SOP 507.03.10, Continuing Education for Qualified Health Services Personnel.
- C. Inspections and Inventory Control: The Responsible Health Authority or designee will be responsible for instituting systems to ensure that the above policies are being carried out. These systems include:

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1. An environmental inspection of all areas where health services are delivered will be conducted monthly to verify that:
  - a. The unit is clean and sanitary;
  - b. Equipment is inspected and maintained; and
  - c. Measures are taken to ensure the unit is occupationally and environmentally safe.
2. Findings and corrective actions from environmental inspections will be documented in the monthly Medical Management Committee meeting minutes.
3. Establishment of an inventory control procedure for all equipment and medical/dental supplies.
4. Procurement and appropriate storage of equipment and supplies.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.