

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Orientation Training for Health Care Staff

**Policy Number:** 507.03.09

**Effective Date:** 1/20/2022

**Page Number:** 1 of 3

**Authority:**  
Commissioner

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

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

**I. Introduction and Summary:**

A formal orientation program will be provided for all health services personnel within the first ninety (90) days of their employment. All full-time health care staff will receive forty (40) hours of training in addition to orientation training during their first year of employment and forty (40) hours of training each year thereafter. This policy is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include private and county prisons.

**II. Authority:**

- A. GDC Standard Operating Procedures (SOPs): 507.03.02 Professional Conduct, 507.03.10 Continuing Education for Qualified Health Services Personnel, and 508.08 Staff Development and Training;
- B. NCCHC 2018 Adult Standard: P-C-09; and
- C. ACA Standards: 5-ACI-1D-10, 5-ACI-1D-14, 5-ACI-ID-15, 5-ACI-1D-17, and 4-ALDF-7B-09.

**III. Definitions: None.**

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

- A. Orientation to the correctional system will include but not be limited to:
  - 1. Facility policies and procedures.
  - 2. Security, including classification.
  - 3. Tour of the facility.
  - 4. Organization of the facility and health services.
  - 5. Health services policies and procedures.

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6. Evaluation of the orientation by the employee.
- B. Orientation to the health care delivery system will include but not be limited to:
1. Cardiopulmonary resuscitation (CPR).
  2. Emergency response, including use of equipment and emergency drill procedures.
  3. Disaster Plan.
  4. Sick call.
  5. Urgent/Emergency visits.
  6. Isolation/Segregation visits.
  7. Infirmary care.
  8. Medication administration.
  9. Nursing protocols and procedures.
  10. Chronic Care.
  11. Infection control, to include Universal Precautions, HIV Disease, Tuberculosis, Hepatitis B, and OSHA guidelines.
  12. Suicide Prevention.
  13. HIPAA.
  14. Continuous quality improvement.

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15. Diagnostics and intake procedures.

16. Consultations and scheduling.

C. A skills checklist will be completed by all certified and licensed nursing personnel and Health Services Technicians (HSTs) as part of the orientation program. When the skills checklist is completed, it will be signed and dated by the nursing authority and placed in the staff member's training record.

D. All orientation training will be documented in each staff member's training record.

E. The orientation program will be approved by the Responsible Health Authority, Warden/Superintendent, and Director of Nursing and reviewed annually.

V. **Attachments:** None.

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