

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Continuing Education for Qualified Health Services Personnel

**Policy Number:** 507.03.10

**Effective Date:** 01/25/2022

**Page Number:** 1 of 4

**Authority:**  
Commissioner

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

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

**I. Introduction and Summary:**

All Qualified Health Services Personnel will receive Continuing Education to support professional development, certification, or licensure requirements. This policy is intended to ensure that qualified health care professionals maintain current clinical knowledge and skills. This policy is applicable to all facilities that house GDC offenders, including private and county prisons.

**II. Authority:**

A. NCCHC 2018 Adult Standard: P-C-03; and

B. ACA Standards: 5-ACI-1D-10, 5-ACI-1D-12, and 5-ACI-3B-07.

**III. Definitions:**

A. **Continuing Education** - Training or staff development activities required to maintain licensure or competency in job related duties.

B. **Qualified Health Services Personnel** - Includes physicians, physician assistants, nurse practitioners, nurses, dentists, dental hygienists, dental assistants, medical assistants (MAs), certified nursing assistants (CNAs), mental health professionals, and others who by virtue of education, credentials, and experience are permitted by law to evaluate and care for patients.

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

A. The Continuing Education Program may include in-house education in the form of classes, self-study programs, outside seminars, conferences, or videotaped educational programs. Time allocated for staff to attend approved Continuing Education training off-site will be at the discretion of the contract vendor.

B. This training must be approved by the staff member's immediate supervisor prior to being scheduling.

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- C. The Responsible Health Authority maintains a list of the state's Continuing Education requirements for each category of licensure of all qualified health care professionals.
- D. Documentation of all in-service training will include: the name of the facility and a roster of attendees to include: Name, employee ID, topic presented with an outline of the topic, date, time, instructor with credentials listed, and length of instruction. Documentation will include the courses attended, the dates, and the number of hours received.
- E. Certain training events will be designated by Georgia Department of Corrections (GDC) Health Services as mandatory. Exceptions for attendance must be approved by the GDC Office of Health Services.
- F. Each facility medical unit will have a medical library that will include Continuing Education and reference materials such as a medical dictionary, pharmacy reference materials, PDR, books, journals, periodicals, and audio/video tapes. Additions to the facility medical library will require the approval of the Responsible Health Authority. Publications will be made available to all health services personnel.
  - 1. A basic reference library will be maintained on-site and available to health care staff. Medical libraries at each state prison will include at a minimum:
    - a. A Current Medical Dictionary;
    - b. Physician's Desk Reference (PDR);
    - c. Pharmacology Reference;
    - d. Nursing Reference Textbooks;
    - e. Standards for Health Services in Prisons (Adult or Juvenile as applicable) by the National Commission on Correctional Health Care;

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- f. Other books or journals as recommended by the Statewide CQI Committee;
  - g. Other important health care references may be found under the GDC Intranet, Captiva, and accessed under the link for Human Resources Division, Health Services, Important Links;
  - h. It is the responsibility of the individual employee to ensure that Continuing Education requirements for re-licensure are met; and
  - i. Documentation of in-services and Continuing Education are maintained in the employees training file.
2. CPR Certification:
- a. BLS with AED and First Aid is required for all health care staff who interact with patients.
  - b. Where facilities provide ACLS, the designated provider and nursing personnel will obtain and continue certification for the duration of employment.
  - c. CPR Certifications must be current at all times.
  - d. Must be obtained from a recognized certification program instructor, i.e., American Heart Association or American Red Cross.
  - e. CPR Certifications must include a hands-on component.
3. Health Services personnel will have forty (40) hours of annual training which will include, but will not be limited to:
- a. Facility Security Training;
  - b. Emergency Response;

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- c. Disaster Response Training;
- d. CEUs Necessary for Licensure Renewal; and
- e. Agency Workers will Meet the Same Requirement as the Non-Contract Staff.

V. **Attachments:** None.

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