
Division of Institutions
Policy and Procedure

Chapter: S
Section: .3100
Title: Use of Offenders in Delivery of Healthcare
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I. PURPOSE

To provide guidelines in the use of offenders in delivery of healthcare.

II. POLICY

- A. Offenders who have received proper training may be assigned by Programs to work with medical departments of prisons as Offender Care Assistants (OCA). Refer to Program Services Resource Manual "Offender Care Assistant". OCAs are not allowed to care for acutely ill offenders in the in-patient settings; however, they may care for offenders whose treatment is complete and are awaiting discharge. The OCA will perform only those duties specified in policy. This includes assisting debilitated offenders in certain activities of daily living, running errands for the nursing staff and performing tasks on the medical unit such as stocking supplies. The OCA is not an offender janitor although they may be required to clean up biological spills and assist in tidying up the medical unit. The OCA shall be closely monitored. They will be under the direct supervision of the nursing staff. The nurse manager or designee will be responsible for orientation, competency assessment, compliancy review/evaluation and on-the- job training.
- B. Offender workers may also be used in a laboratory that makes prosthetic devices such as dentures or orthotics, provided that the laboratory is located outside the main clinic area.
- C. Offenders may also conduct Compression Only CPR upon completion of Bystander CPR training.

III. PROCEDURES

- A. Measures shall be taken to assure that OCA's and offender workers do not:
 - 1. Schedule appointments for health care services.
 - 2. Determine the access of other offenders to health care services.
 - 3. Have access to surgical instruments, syringes, needles, medications, or health records.
 - 4. Operate equipment for which they are not trained.

- B. Under no circumstances will offenders be assigned duties involving making arrangements for appointments for health care or handling any medical records, medications, or surgical instruments.
- C. Offender Care Assistants may perform the following tasks:
 - 1. Mouth care – brushing teeth, moistening oral cavity with swabs, denture care.
 - 2. Skin care – applying lotion, prevention of skin breakdown no exposure to patient genitalia or buttocks.
 - 3. Hair care – washing, combing, braiding.
 - 4. Nail care with nail brush only – no clipping of nails.
 - 5. Assisting with dressing and undressing of clothes except for undergarments.
 - 6. Turning and repositioning patient in bed or repositioning patient in chair.
 - 7. Transferring patient from bed to chair, chair to chair, assist to stretcher, assist to toilet if no exposure to genitalia or buttocks.
 - 8. Using hydraulic lifts to lift and transfer patients, with proper training and competency.
 - 9. Assist patients with ambulation via walking, use of cane, walker, or wheelchair.
 - 10. Assist patients to cafeteria, clothes house, canteen, and about the yard/unit.
 - 11. Perform range of motion exercises to joints to help maintain mobility.
 - 12. Prepare patients for meal; set up meal trays, ensuring appropriate diet tray is served.
 - 13. Spoon-feed patient with proper training and competency.
 - 14. Remind patient to go get their medications; take patient to medication window if needed.
 - 15. Measure and record intake (food and fluids by mouth) and output (urine and feces) as long as offender care assistant is not exposed to the patient's genitalia and buttocks.
 - 16. Carry out nurse's instructions on encouraging or restricting fluids.
 - 17. Assist with bladder and bowel elimination by taking offender to toilet, providing bedpan or urinal container, ensure no exposure to patient's genitalia or buttocks.

18. Carry out nurse's instructions on toilet training (take to toilet at specified times of day) as long as offender care assistant is not exposed to the patient's genitalia and buttocks.
19. Empty urinary drainage bags ensuring not to be exposed to patient's genitalia or buttocks.
20. CPR (only if offender has completed bystander CPR training and competency)
21. Choking/Heimlich (only if completed training and competency)
22. Instruct patients to deep breath and cough to prevent pneumonia.
23. Carry out infection control measures such as good handwashing, standard precautions while cleaning blood or body fluid spills to eliminate potential bloodborne pathogen exposure and perform isolation techniques as instructed by nursing staff.
24. Obtain weight and height.
25. Apply heat and cold packs as instructed by licensed nurse.
26. Apply TED hose (prevention of blood clots) and binders (back support).
27. Postmortem care (assisting nursing staff with preparing dead body for transport).
28. Make beds including linen exchange – keeping patient's room clean and orderly.
29. Pick up supplies from medical to take to patient.
30. Serve as call bell/messenger to patient to get assistance from nursing and run errands.
31. Obtain oxygen supply.
32. Pack patient's belongings (not medical record) and take to receiving for appointments.
33. Clean medical equipment (e.g., wheelchairs, walker, whirlpool)
34. Assist nursing staff with lifting and moving medical equipment.
35. Restock supplies (as long as no access to sharps, needles, or other potential contraband).
36. Assemble blank medical record forms.

D. Offender Care Assistants may **NOT** perform the following tasks:

1. Any tasks exposing the offender care assistant to the patient's genitalia or buttocks.
2. Clip or filing nails.
3. Perform Douches.
4. Give Enemas.
5. Insert rectal tubes.
6. Maintain gastric suction.
7. Obtain Vital Signs.
8. Perform Surgical Preps and Scrubs.
9. Perform clean dressing changes.
10. Apply and remove EKG leads.

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