

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: OCT 20 2015	POLICY NO.: COR.10.1D.03
		SUPERSEDES (Policy No. & Date): COR.10D.03 (5/176/06)	
	SUBJECT: CLINIC SPACE, EQUIPMENT, AND SUPPLIES		Page 1 of 4

1.0 PURPOSE

To ensure that sufficient and suitable space, equipment, and supplies are available for a correctional facility's medical, dental, mental health and health information services

2.0 REFERENCES

- a. Hawaii Revised Statutes; Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties.
- b. National Commission on Correctional Health Care, Standards for Health Services in Prisons and Jails, (2014).

3.0 POLICY

Each correctional facility shall have sufficient suitable space, equipment, supplies, and materials for examination and treatment depending upon the level of care provided in the facility and the kinds of services provided on site.

4.0 PROCEDURES

- .1 Examination and treatment rooms for medical, dental, and mental health care shall be large enough to accommodate the necessary equipment and fixtures, and to permit privacy during patient encounters.
- .2 Pharmaceuticals, medical supplies, and mobile emergency equipment (e.g., defibrillator and oxygen) are available and checked regularly.
- .3 There is adequate office space with administrative files, secure storage of health records and writing desks.
- .4 Private interviewing space, desk(s), chairs, testing material and lockable file space are available for the provision of mental health services.
- .5 If laboratory, radiological, inpatient, or specialty services are provided on site, the area(s) devoted to any of these services is appropriately constructed and sufficiently large to hold equipment and records and for the provision of the services themselves.

NOT-CONFIDENTIAL

COR P & PM	SUBJECT: CLINIC SPACE, EQUIPMENT, AND SUPPLIES	POLICY NO.: COR.10.1D.03
		EFFECTIVE DATE: OCT 20 2015
		Page 2 of 4

- .6 When patients go to the clinic for an appointment and are placed in a waiting area for more than a brief period of time, the waiting area should have seats and the inmates shall have access to drinking water and toilets if needed.
- .7 Health Care Sections shall have basic equipment, supplies, and materials that generally include:
 - a. Hand washing facilities (or appropriate alternate means of hand sanitation),
 - b. Examination table, stool(s), light(s) capable of providing direct illumination (e.g. goose neck lamp), scale(s), thermometer(s), blood pressure cuff(s), stethoscope, ophthalmoscope and otoscope; oxygen, automatic external defibrillator
 - c. Sterilizer, transportation equipment (e.g., wheelchair and stretcher)
 - d. Equipment and tools for pelvic examination, facility houses female inmates
 - e. Trash containers for biohazard materials and disposable containers for sharps.
- .8 A shift inventory count must be performed on any opened sharps items (not stored in sealed boxes/container) in the clinic that may be subject to abuse (syringes, needles, pill cutters, scissors and sharp instruments.) A monthly inventory shall be maintained on all sharps and medical instruments. A decreasing system for use of these supplies must be utilized that includes recording deposits and withdrawals.
- .9 Annual inventories shall be maintained by the CSA for equipment and supplies.
- .10 Suitable reference books, periodicals, audio and videotapes and on line computer resources shall be available to all health staff if budget allows. References shall include current medical, nursing, mental health, dental and health information sources. A medical dictionary, a Physician Desk Reference (PDR) and the Diagnostic and Statistical Manual of Mental Disorders are required.
- .11 Basic equipment required for on-site dental examinations includes, at a minimum:

NOT-CONFIDENTIAL

COR P & PM	SUBJECT:	POLICY NO.: COR.10.1D.03
	CLINIC SPACE, EQUIPMENT, AND SUPPLIES	EFFECTIVE DATE: OCT 20 2015
		Page 3 of 4

- a. Hand-washing facilities or appropriate alternate means of hand sanitization
- b. Dental examination chair
- c. Examination light
- d. Sterilizer
- e. Instruments
- f. Trash containers for biohazardous waste and sharps
- g. Dentist's stool

.12 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
- c. Oxygen

5.0 SCOPE

This policy and procedures applies to all correctional Clinical Sections and their assigned personnel.

APPROVAL RECOMMENDED:

acting G. David Saldaña, MD 10/6/15
 Medical Director Date
[Signature] 10/6/15
 Health Care Division Administrator Date
[Signature] 10-07-15
 Deputy Director for Corrections Date

APPROVED:

[Signature]
 Director
OCT 20 2015
 Date