



CLINICAL POLICY

Department of Corrections (DOC): Orientation of Authorized Staff

A. EFFECTIVE DATE :

March 15, 2022

B. PURPOSE :

1. To describe the process by which Level 1 and Level 2 Orientation for authorized staff members (JDH staff, Contract Employees and Medical Staff) will be conducted to access the JDH secured unit and to care for the incarcerated patient. See Appendix A for approved Level 2 staff.
2. To describe how the orientation video for the JDH secured unit will be stored and utilized.
3. To describe the documentation utilized in the orientation of authorized staff (see Appendix B) to the JDH secured unit.

C. POLICY :

1. The Department of Correction has granted permission for the use of an orientation Level 2 video for the orientation of appropriate persons to the JDH secured unit.
2. The Department of Public Safety, Human Resources and the Department of Professional Practice and Clinical Excellence will oversee the process of orienting appropriate staff (Appendix A) for limited access (Level 2) to the JDH secured unit.
3. The orientation Level 2 video will be shown to the authorized staff (see Appendix A) under the supervision of the following authorized personnel: HR orientation coordinator and the Department of Professional Practice and Clinical Excellence personnel, Program Coordinators of Residency Programs and Coordinator of Medical Students or the manager/designee of the JDH secured unit.
4. The personnel authorized to supervise orientation, as identified in #3 above, must complete the orientation process and sign a confidentiality/disclosure statement (Appendix B) before conducting orientation sessions.
5. Except in emergency, or otherwise unavoidable situations, all staff who are required to work on the JDH secured unit, will complete an orientation and receive an authorization badge/sticker prior to entering the unit.
6. Any physician or other health care provider who has not attended a scheduled orientation session for the JDH secured inpatient unit and has an urgent need to see a patient or provide care to a patient on the unit must complete a Stat Level 2 orientation **prior** to entering the unit. (Only staff listed in Appendix A or approved by the DOC lieutenant are eligible.)
7. Three types of staff orientation will be offered:
 - Level 1- General:** information about the JDH secured unit and emergency procedures is reviewed with all hospital staff and appropriate medical and UConn Health staff.
 - Level 2- Limited Access Information:** this level of orientation is provided to staff who provide services on the JDH secured unit (see Appendix A) as part of their assigned job duties or provide care to and/or are in contact with incarcerated patients. Topics include general safety, security issues,

overview of the inmate personality, confidentiality and disclosure issues along with emergency procedures (Level 1 is a prerequisite to completing Level 2 training.)

Stat Orientation: An emergency Level 2 orientation for appropriate staff who are unable to attend the scheduled Level 2 orientation.

D. SCOPE :

This policy applies to all staff, contract employees and trainees who need access to the Department of Corrections secured unit at JDH.

E. DEFINITIONS :

None

F. MATERIAL(S) NEEDED :

None

G. PROCEDURE :

Level 1 Orientation:

1. All new employees to the JDH receive Level 1 orientation during UConn Health Orientation, coordinated by Human Resources orientation coordinator.
2. Orientation records are maintained by Human Resources.

Level 2 Orientation:

1. Department Heads and residency program and medical student coordinators will identify on the search paperwork individuals who require Level 2 orientation for the JDH secured inpatient unit, in collaboration with the Department of Public Safety. This may include clinical and support staff, physicians, residents and students (see Appendix A).
2. The HR/other orientation coordinators will give the staff member a blank Confidentiality/Disclosure document to complete (see Appendix B).
3. The HR/other orientation coordinators will show the video to the staff member in a supervised location or provide access via a secure username/password.
4. Upon completion of viewing the video, the HR/Other Orientation Coordinator will have the staff member complete Appendix D (Training Completion Document) and bring it when obtaining a badge.
5. For new employee orientation, being conducted in Human Resources, the HR Coordinator will provide identified staff that require Level 2 Orientation Training with a blank Confidentiality/Disclosure document (Appendix B) and Level 2 Orientation Training Attendance Sheet (Appendix C).
 - If the staff member refuses to sign the Confidentiality/Disclosure document, the HR Orientation Coordinator may not conduct an orientation and the staff member is not eligible to have intermittent access to the JDH secured unit. The HR Orientation Coordinator will email the employees manager to alert them of their refusal of Level 2 Orientation training.

After identified staff view the training video, the HR Coordinator will collect the signed Confidentiality/Disclosure and Level 2 Orientation Training Attendance documents. The Level 2 Orientation Training Attendance Sheet will be given to Parking, Transportation and Events Department prior to the employee ID badge being issued.

6. For new personnel receiving Level 2 Orientation Training outside of Human Resources Department, the Orientation Coordinator will sign the Level 2 Orientation Training Completion Form (Appendix D) and have the staff member complete the Confidentiality/Disclosure document (see Appendix B).
7. The newly trained employee will then present the Level 2 Orientation Training Completion Form to the Parking Transportation and Events Department upon request for their ID badge.

Disclosure statements are filed as follows:

Please file this Confidentiality/Disclosure Document as follows:

- Employees: Human Resources Employee file (MC4035)
- Attending Physicians: Medical Staff Service Office/Credentials File (MC2212)
- Residents/Fellows: Resident's file (Graduate Medical Education Office)
- Contract Employee: Manager
- Student Nurses: Staff and Patient Education Department/Student Records

Stat Orientation:

1. Same as Level 2 procedures #1 through #6 – the administrative managers, nurse manager, assistant nurse manager or designee to the JDH secured unit can be considered orientation coordinator.
2. The signed Confidentiality/Disclosure document is collected by the orientation coordinator and forwarded to Human Resources to be included in the employee's personnel file or as per Level 2 Orientation filing guidelines (Appendix B) Disclosure statements.

H. ATTACHMENTS :

[Appendix A](#)
[Appendix B](#)
[Appendix C](#)
[Appendix D](#)

I. REFERENCES :

None

J. SEARCH WORDS :

None

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS :

On file

M. COMMITTEE APPROVALS :

None

N. FINAL APPROVAL :

- | | |
|--|---------------------------|
| 1. <u>Bruce T. Liang, MD (Signed)</u>
Bruce T. Liang, MD
UConn Health Chief Executive Officer | <u>06/04/2022</u>
Date |
| 2. <u>Anne Hobatuck (Signed)</u>
Anne D. Horbatuck, RN, BSN, MBA
Clinical Policy Committee Co-Chair | <u>05/26/2022</u>
Date |
| 3. <u>Scott Allen, MD (Signed)</u>
Scott Allen, MD
Clinical Policy Committee Co-Chair | <u>04/25/2022</u>
Date |
| 4. <u>Caryl Ryan (Signed)</u>
Caryl Ryan, MS, BSN, RN
Chief Operating Officer, JDH
VP Quality and Patient Service and Chief Nursing Officer | <u>04/25/2022</u>
Date |

O. REVISION HISTORY :

Date Issued: 5/06

Date Revised: 11/09, 5/10, 6/14, 1/20, 4/22

Date Reviewed: 3/17