



**Department of Juvenile Justice
Health Services Operating Procedure**

HSOP VOL IV – 4.3 – 1.07	Statutory Authority: Title 66 of the <u>Code of Virginia</u>
Subject: Staff Orientation	Regulations: 6VAC35-71-150; 6VAC35-71-160
	Board Policy: None.
	ACA #
	NCCHC # Y-C-09

1.07-1.0 PURPOSE

To ensure that health services staff are familiar with duties, roles, and expectations prior to assuming work responsibilities without direct supervision.

1.07-2.0 SCOPE

These procedures apply to all Juvenile Correctional Center (JCC) and halfway house employees and staff assigned to the JCCs and halfway houses by other units, agencies, or departments.

1.07-3.0 DEFINITIONS

Health Services Staff – The staff at the JCC consisting of Licensed Practical Nurses, Registered Nurses, dental assistants, and providers who provide health services to residents.

Local Health Authority (LHA) – The designated Registered Nurse (RN) (e.g., head nurse) who has been delegated the responsibility for management of all of the facility's health services, including medical, nursing, and dental and ensuring the quality and accessibility of all health care services provided to residents. Final medical judgments shall be the sole province of the Chief Physician.

1.07-4.0 PROCEDURES

1. DJJ nursing staff shall receive institutional orientation before the expiration of the staff's seventh (7) work day to include the following:
 - a. The facility;
 - b. The population served;
 - c. The basic objectives of the program;
 - d. The facility's organizational structure;
 - e. Security, population control, emergency preparedness, and evacuation procedures;
 - f. The practices of confidentiality;
 - g. The residents' rights; and
 - h. The basic requirements of and competencies necessary to perform in their positions.

2. DJJ nursing staff shall receive a minimum of eighty (80) hours of on the job training (OJT) prior to working independently. OJT shall be conducted by a preceptor nurse, supervisor, or designee. This training shall be overseen by the Local Health Authority or designee and include at a minimum:
 - a. Tour of the facility;
 - b. Tour of the medical department;
 - c. Security procedures and practices;
 - d. Overview of location and use of medical equipment;
 - e. Verification and remediation of any skill required to be demonstrated below;
 - f. How to contact the on-call provider;
 - g. How to access emergency services;
 - h. Medication ordering;
 - i. Chart organization;
 - j. Referral mechanisms;
 - k. Medical Service Requests; and
 - l. Chronic care.
3. The nurse must demonstrate physically or by description the following skills:
 - a. EKG;
 - b. Blood pressure;
 - c. Blood Sugar Reading;
 - d. Oxygen tank operation;
 - e. Medication Administration; and
 - f. PPD implantation.
4. Health services staff who administer medication shall, prior to such administration, successfully complete a medication training program approved by the Board of Nursing or be licensed by the Commonwealth of Virginia to administer medication.
5. Health services staff shall be trained in tuberculosis control practices.
6. A supervisor designated by the LHA shall meet with the nurse at the end of their first shift and weekly thereafter for the first month of employment. During this time the supervisor shall inquire as to:
 - a. General response to the work environment and preceptor;
 - b. Areas that require further instruction; and
 - c. Needs related to work performance.
7. All orientation, training and skill demonstration shall be documented in the staff's training record.

1.07-5.0 RESPONSIBILITY

The Local Health Authority shall be responsible for implementing this procedure.

1.07-6.0 INTERPRETATION

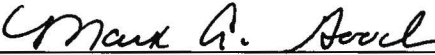


The Health Services Administrator shall be responsible for the interpretation and the exception approval to this procedure.

1.07-7.0 CONFIDENTIALITY

All procedures and bulletins are DJJ property and shall only be used for legitimate business purposes. Any redistribution or the documents or information contained in the procedures or bulletins shall be in accordance with applicable state and federal statutes and regulations and all other DJJ procedures. Any unauthorized use or distribution may result in disciplinary and/or criminal action, as appropriate and applicable.

1.07-8.0 REVIEW DATE

This procedure shall remain in effect until rescinded or otherwise modified by the appropriate authority.

Approved by Director: 	Date: 9-4-13
Approved by Health Administrator: 	Date: 9/9/13
Approved by Chief Physician: 	Date: 9/10/13
Effective Date: October 7, 2013	Office of Primary Responsibility: Health Services
Supersedes: None.	Forms: None.