	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.10.C.03
		SUPERSEDES (Policy No. & Date): COR.10.1C.03 (12/29/08)	
	SUBJECT: PROFESSIONAL DEVELOPMENT		Page 1 of 5

1.0 PURPOSE

The purpose of this policy is to ensure that qualified healthcare professionals maintain current clinical knowledge and skills.

2.0 SCOPE

This policy and procedure shall apply to all correctional facilities, their assigned qualified health care professionals, and contract staff.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Department of Corrections, Policies and Procedures Manual, 4.4.0.4, Professional Development.
- b. Department of Human Resources Development, Policies and Procedures, 400.001, Training and Employee Development.
- c. Department of Corrections and Rehabilitation (DCR), Policy and Procedures, ADM.04A.01, Department Training and Staff Development Program.
- d. Department of Corrections and Rehabilitation, Policy and Procedures, ADM.04A.02, Preparation and Processing of Training Requests.
- e. Standards for Health Services in Prisons. National Commission on Correctional Health Care, (2018).
- f. Standards for Health Services in Jails. National Commission on Correctional Health Care, (2018).
- g. Standards for Mental Health Services in Correctional Facilities. National Commission on Correctional Health Care, (2015).
- h. Performance-based Standards and Expected Practices for Adult Correctional Institutions. The American Correctional Association. Standards: 5-ACI-1D-22, (2021).

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.2 Definitions

- a. **Qualified Health Care Professionals:** Physicians, physician assistants, nurse practitioners, nurses, dentists, mental health professionals, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for patients.
- b. **Responsible Health Authority:** The Clinical Services Administrator is the designated individual tasked with ensuring the organization and delivery of all medical and clinical services care in the facility.
- c. **Responsible Mental Health Authority:** The Mental Health Administrator is the designated individual tasked with ensuring the organization and delivery of all mental health care in the facility.

.3 Forms

- a. DHRD 410, Department of Human Resources Development Sponsored Courses: Human Resources Development Registration Form 410.
- b. DHRD 411, Request for Approval of Out-Service Training.
- c. DCR 1052, Verification of Training Attendance.
- d. DCR 0589, Continuing Education Log.

4.0 **POLICY**

- .1 All Health Care Division staff attend up to twenty-four (24) hours of in-service training and up to twenty-four (24) hours of out-service training annually (prorated for less than full-time employees).
- .2 All qualified healthcare professionals obtain at least twelve (12) hours of continuing education per year or have proof of a valid license in states where continuing education is required for licensure.
- .3 The Responsible Health Authority (RHA) documents compliance with continuing education requirements for all medical branch and clinical services branch staff. The Responsible Mental Health Authority (RMHA) documents compliance with continuing education requirements for all mental health branch staff.

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- .4 The RHA maintains a list of the State of Hawaii’s continuing education requirements for each category of licensure for all qualified health care professionals from both the medical branch and clinical services branch. The RMHA maintains a list of the State of Hawaii’s continuing education requirements for each category of licensure for all qualified mental health professionals of the mental health branch.
- .5 All qualified health care professionals who have patient contact are current in cardiopulmonary resuscitation technique.

5.0 PROCEDURES

- .1 In-service training, out-service training requests (e.g., DHRD 410, DHRD 411), and verification of training attendance (i.e., PSD 1052), shall be conducted in accordance with ADM.04.A01 and ADM.04.A02.
- .2 All qualified health care professionals shall obtain at least twelve (12) hours of continuing education per year. Examples of continuing education include, but are not limited to, staff development experiences; instruction by a member of the health staff or a guest lecturer; training courses or classes offered by the facility, Training and Staff Development, the Department of Human Resources Development, the Health Care Division; programs offered in the community by universities, hospitals, or other health care professionals; or programs offered by national or local organizations with formal continuing education credits (e.g., conferences by the American Correctional Association or the National Commission on Correctional Health Care). The following provides examples of required departmental trainings that shall be considered continuing education:
 - a. Corrections Familiarization Training.
 - b. Suicide Prevention Training: initial four (4) hours; two (2) hours refresher training every two (2) years.
 - c. Mental Health Training: initial four (4) hours; two (2) hours refresher training every two (2) years.
 - d. Prison Rape Elimination Act (PREA) Training: four (4) hours every two (2) years.
 - e. Health Insurance Portability and Accountability Act (HIPAA) Training: one (1) hour every three (3) years.

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- f. Cardiopulmonary Resuscitation (CPR)/First Aid/Automated External Defibrillator (AED) Training: eight (8) hours every two (2) years.
 - g. Bloodborne Pathogens: one (1) hour every year.
- .3 Health care staff shall submit documented evidence of training or course completion, certificates of continuing education credits, or verification of training attendance (i.e., PSD 1052), to the responsible health authority or responsible mental health authority, as applicable.
- .4 The responsible health authority (RHA) shall ensure there is documented compliance with continuing education requirements for all medical branch and clinical services branch staff. The responsible mental health authority (RMHA) shall ensure there is documented compliance with continuing education requirements for all mental health branch staff. The RHA and the RMHA shall track compliance with the continuing education requirement for qualified health care professionals and qualified mental health professionals, by fiscal year, using the Continuing Education Log [PSD XXXX]. Documentation for compliance may be demonstrated by the following:
- a. Current professional license when the State of Hawaii requires at least an average of twelve (12) hours of continuing education annually to maintain the license.
 - b. Current certification as a Certified Correctional Health Professional.
 - c. A list of completed courses, dates, and number of hours per course.
- .5 The RHA shall maintain a list of the State of Hawaii's continuing education requirements for licensure renewal for physicians, advanced practice registered nurses, registered nurses, licensed practical nurses, and dentists. The RMHA shall maintain a list of the State of Hawaii's continuing education requirements for licensure renewal for psychologists and social workers.
- .6 The RHA and RMHA shall notify the respective Branch Chief (i.e., Medical Director, Chief Nursing Officer, Mental Health Branch Administrator, or Dentist Manager), when qualified health care professionals and qualified mental health professionals do not meet the end of fiscal year continuing education requirement. The Branch Chief shall review the non-compliance and assist the RHA or RMHA with resolution to ensure compliance. If the matter is unresolved, the Branch Chief shall notify the Corrections Health Care Administrator and Departmental Human Resources Officer for further action.

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- .7 All qualified health care professionals are encouraged to achieve and maintain correctional health care certification from the American Correctional Association and the National Commission on Correctional Health Care. The Health Care Division shall provide state-employed qualified health care professionals and qualified mental health professionals current versions of the American Correctional Association's Performance-Based Health Care Standards and/or the National Commission on Correctional Health Care's Standards for Health Services.


APPROVAL RECOMMENDED:



Deputy Director for Corrections

JAN 0 1 2024
Date

APPROVED:



DIRECTOR

JAN 0 1 2024
Date

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**DEPARTMENT OF PUBLIC SAFETY
TRAINING AND STAFF DEVELOPMENT**

VERIFICATION OF TRAINING ATTENDANCE

Instructions: This form must be accomplished and returned to TSD within 5 working days after attendance to training. Failure to submit this requirement may subject the requesting office to pay for the associated training and parking fees.

Part I: To be filled up by the trainee and signed by the Instructor.

This is to certify that the named employee has attended the indicated training.

Name of Attendee: _____
Position: _____
Office/Facility: _____
Title of Training: _____
Date(s): _____
Location: _____

Printed Name of Instructor

Signature of Instructor

Part II: To be accomplished and signed by the trainee.

1. Did you receive a certificate of completion? _____ Yes _____ No
If yes, can you send TSD a copy? _____ Yes _____ No

2. Please rate the class on a scale of 1 to 5 with
5 being the highest. 1 2 3 4 5

3. TSD should/should not be sending employees to this class (Circle your response, please.)

4. Your comments about the class: _____

I certify that information provided is true to the best of my knowledge.

Signature of Trainee

Date

