	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.10.C.06
		SUPERSEDES (Policy No. & Date): COR.10.1C.06 (06/17/05)	
	SUBJECT: INMATE WORKERS		Page 1 of 4

1.0 PURPOSE

The purpose of this policy is to ensure that incarcerated workers will not be utilized to provide direct health care services to other incarcerated individuals. Health services will be provided by health care staff and not incarcerated workers.

2.0 SCOPE

This policy and procedure shall apply to all correctional facilities, their assigned staff, and contract employees.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Department of Corrections and Rehabilitation, Policy and Procedures, COR.14.02, Inmate Work Program/Compensation.
- b. Hawaii Revised Statutes §353-19, Compensation for labor or training by committed persons.
- c. Standards for Health Services in Prisons. National Commission on Correctional Health Care, (2018).
- d. Standards for Health Services in Jails. National Commission on Correctional Health Care, (2018).
- e. Standards for Mental Health Services in Correctional Facilities. National Commission on Correctional Health Care, (2015).
- f. Performance-based Standards and Expected Practices for Adult Correctional Institutions. The American Correctional Association. Standards: 5-ACI-6B-12, (2021).

.2 Definitions

- a. **Activities of Daily Living:** Generally refers to ambulation, bathing, dressing, feeding, and toileting. In the mental health field, guidance in accomplishing these tasks, rather than direct assistance, is sometimes required. Incarcerated individuals diagnosed with severe and persistent mental

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illnesses may also require assistance or guidance with other common issues involving activities of daily living, such as decision-making, keeping appointments, and social interaction.

- b. Reentry Health Care Training Program: Established partnerships with community, state, or federal agencies that guide the course curriculum for training incarcerated individuals in health care-related job skills.

.3 Forms

- a. Health Care Work-Line Orientation and Training (attached)

4.0 POLICY

- .1 Incarcerated individuals do not make treatment decisions or provide patient care.

- .2 Incarcerated individuals are not substitutes for health care staff, but may be involved in appropriate peer health-related programs or reentry health care training programs.

- .3 Incarcerated individuals are not permitted to:

- a. Distribute or collect sick-call slips.
- b. Schedule appointments.
- c. Transport, view, copy, or shred health records.
- d. Handle or administer medications.
- e. Handle surgical instruments and sharps.

- .4 Incarcerated individuals in peer-health related programs are permitted to:

- a. Assist patients in activities of daily living (except for infirmity-level care patients).
- b. Participate in a buddy system for incarcerated individuals who are non-acutely suicidal after documented training.
- c. Participate in hospice programs after documented training.

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- .5 Patients have the right to refuse care delivered by incarcerated individuals who are in a reentry health care training program (e.g., dental assistant, nursing assistant).

5.0 PROCEDURES


- .1 The Responsible Health Authority (RHA) and the Responsible Mental Health Authority (RMHA) shall document the provision of orientation and training for incarcerated individuals who are assigned to facility work training programs in health care areas within the facility using the Health Care Work-Line Orientation and Training template. For example:
 - a. When incarcerated individuals handle biohazardous waste, the RHA shall ensure incarcerated individuals receive appropriate biohazardous waste training, including the use of protective materials.
 - b. When incarcerated individuals participate in reentry health care training programs, the RHA or RMHA shall ensure that incarcerated individuals are provided orientation and training on topics concerning maintaining confidentiality, privacy of care, and access to care as necessary.
- .2 All health care staff monitor and supervise incarcerated individuals who are assigned to facility work training programs in the health care staff's assigned areas in an effort to:
 - a. Promote safety.
 - b. Prevent escape.
 - c. Deter contraband manufacturing and trafficking.
 - d. Discourage violence.
 - e. Anticipate, be alert for, and forestall improper activities.
- .3 With sufficient supervision, incarcerated individuals may assist health care staff with routine tasks, such as cleaning the health services unit, assembling blank health record forms, working in a laboratory that makes prosthetic devices, or handling biohazardous wastes (e.g., dirty linens or utensils).

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
- .4 When incarcerated individuals are assigned to clean health services areas, they shall be directly and closely supervised while in areas that hold health records, medications, syringes, needles, sharp instruments, or other supplies.

APPROVAL RECOMMENDED:



Deputy Director for Corrections JAN 0 1 2024
Date

APPROVED:



DIRECTOR JAN 0 1 2024
Date

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State of Hawaii
 Department of Corrections and Rehabilitation
 Health Care Division
Health Care Work-Line Orientation and Training

Incarcerated Individual Name: _____ SID: _____

Review with staff and incarcerated individual to initial each:

- ___ I understand that I shall not be assigned to provide nursing care
- ___ I understand that I am not allowed in any area where medical equipment, supplies, medication, or records are kept without nursing supervision
- ___ I understand that I will not take medical supplies for my own or other incarcerated individual's use
- ___ I understand that what goes on in the Medical unit is "CONFIDENTIAL" and I may not discuss health care activities and/or a patient's medical status with anyone outside of the Medical Unit

ORIENTATION:

Date	Trainer	Inmate	N/A	Description
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review Job Description (medical unit janitor)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heart Saver BloodBorne Pathogen (video)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Body Mechanics (PPT Presentation)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respirator Fit Test (Training Officer)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDS Location
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals (Safety Officer)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper use of PPEs
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orientation to Health Care unit

TRAINING (for Medical Aids only)

Date	Trainer	Inmate	N/A	Description
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discuss what Activities of Daily Living (ADLs) are
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feed a patient
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dress a patient
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shower a patient
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shave a patient
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilet a patient
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper transfer of patient
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess for skin breakdown
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper use of cane and/or walker
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER: _____

Incarcerated Individual's Signature: _____ Date: _____

Staff/Trainer's Signature & title: _____ Date: _____