	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.10.D.03
		SUPERSEDES (Policy No. & Date): COR.10.1D.03 (10/20/15)	
	SUBJECT: CLINIC SPACE, EQUIPMENT, AND SUPPLIES		Page 1 of 6

1.0 PURPOSE

The purpose of this policy is to ensure that sufficient and suitable space, supplies, and equipment deemed necessary for the delivery of adequate health care are available for the facility's medical, dental, and mental health services.

2.0 SCOPE

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

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Code of Federal Regulations Title 21, 45 CFR 160-169, Federal Register Documents, (2023).
- b. Department of Corrections and Rehabilitation, Policy and Procedures, COR.10.1B.03, Staff Safety.
- c. Department of Corrections and Rehabilitation, Policy and Procedures, COR.10.1D.01, Pharmaceutical Operations.
- d. Department of Social Services and Housing, Policies and Procedures, 493.02.03, Equipment and Property Inventory.
- e. Department of Social Services and Housing, Policies and Procedures, 493.02.11, Inventory Supplies and Equipment, Control and Disposition of.
- f. Hawaii Administrative Rules, Title 3, Chapter 130, Inventory Managements.
- g. Hawaii Revised Statutes (HRS) §103D Part VII, Inventory Management; State and County Property.
- h. Hawaii Revised Statutes §323B, Health Care Privacy Harmonization Act.
- i. Standards for Health Services in Prisons. National Commission on Correctional Health Care, (2018).

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CLINIC SPACE, EQUIPMENT, AND SUPPLIES	POLICY NO.: COR.10.D.03
		EFFECTIVE DATE: January 01, 2024
		Page 2 of 6

- j. Standards for Health Services in Jails. National Commission on Correctional Health Care, (2018).
- k. Standards for Mental Health Services in Correctional Facilities. National Commission on Correctional Health Care, (2015).

.2 Definitions

- a. **Reasonable Safeguards:** Appropriate administrative, physical, and/or technical safeguards that protect against use and disclosure of PHI not permitted by the Health Insurance Portability and Accountability (HIPAA) Privacy Rule, and includes incidental use or disclosure.
- 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 services in the facility.

4.0 POLICY

- .1 Facilities shall have sufficient and suitable space, supplies, and equipment available for the delivery of medical, dental, and mental health services to incarcerated individuals.
- .2 The amount and configuration of space for health care operations shall be appropriate for the purpose of the encounter and may vary within a facility depending on the health care services rendered at each clinical encounter area.
- .3 The types of equipment, supplies, and materials for examination and treatment depend on patient need, the level of health care provided, and the capabilities of specific health care staff.

5.0 PROCEDURES

- .1 The Facility Warden, in collaboration with the Responsible Health Authority and the Responsible Mental Health Authority, shall ensure that examination, treatment, and therapy rooms for medical, dental, and mental health care are

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CLINIC SPACE, EQUIPMENT, AND SUPPLIES	POLICY NO.: COR.10.D.03
		EFFECTIVE DATE: January 01, 2024
		Page 3 of 6

available with reasonable safeguards to ensure confidentiality, and are equipped to meet the needs of the patient population.

- .2 The Responsible Health Authority or designee shall ensure that pharmaceuticals, medical supplies, and mobile emergency equipment are available and regularly checked in accordance with the applicable policy (i.e., COR.10.1B.03, Staff Safety; COR.10.1D.01, Pharmaceutical Operations), or the manufacturer's instructions.
- .3 The Facility Warden shall ensure the availability of adequate and secure office space for health care staff. The Responsible Health Authority and the Responsible Mental Health Authority shall ensure offices are equipped with adequate administrative files, storage cabinets for health records, chairs, and writing desks.
- .4 When laboratory, radiological, or other ancillary services are provided on-site, the Facility Warden shall ensure designated areas are adequate to hold equipment and records.
- .5 The Facility Warden shall ensure that when incarcerated individuals are placed in a waiting area for more than a brief period, the waiting area shall have seats, as well as access to drinking water and toilets.
- .6 The Responsible Health Authority or their designee shall ensure the facility has, at a minimum, the following equipment, supplies, and materials for the examination and treatment of patients:
 - a. Hand-washing facilities or alternate means of hand sanitization.
 - b. Examination table.
 - c. A light capable of providing direct illumination.
 - d. Scale.
 - e. Thermometer.
 - f. Blood pressure monitoring equipment.
 - g. Stethoscope.
 - h. Ophthalmoscope.

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CLINIC SPACE, EQUIPMENT, AND SUPPLIES	POLICY NO.: COR.10.D.03
		EFFECTIVE DATE: January 01, 2024
		Page 4 of 6

- i. Otoscope.
 - j. Transportation equipment (e.g., wheelchair, stretcher).
 - k. Trash containers for biohazardous materials and sharps.
 - l. Sterilizer for non-disposable medical or dental equipment.
 - m. Appropriate space, equipment, and supplies for pelvic examinations if indicated by the facility population.
 - n. Oxygen.
 - o. Automated external defibrillator.
 - p. Pulse oximeter.
 - q. Personal protective equipment (e.g., gloves, eye protection, gowns, masks).
- .7 The Responsible Health Authority or their designee shall ensure the facility has, at a minimum, the following basic equipment for on-site dental examinations:
- a. Hand-washing facilities or alternate means of hand sanitization.
 - b. Dental examination chair.
 - c. Examination light.
 - d. Instruments.
 - e. Trash containers for biohazardous materials and sharps.
 - f. A dentist's stool.
 - g. Personal protective equipment.
- .8 The Responsible Health Authority or their designee shall ensure the facility has, at a minimum, the following for on-site dental operator services:
- a. An X-ray unit with developing capability.

NOT CONFIDENTIAL


COR P & P M	SUBJECT: CLINIC SPACE, EQUIPMENT, AND SUPPLIES	POLICY NO.: COR.10.D.03
		EFFECTIVE DATE: January 01, 2024
		Page 5 of 6

- b. Blood pressure monitoring equipment.
 - c. Oxygen.
- .9 The Responsible Health Authority or their designee shall ensure the facility has, at a minimum, the following equipment, supplies, and materials for the administration of injectable psychotropic medication or to manage medication reaction:
- a. Hand-washing facilities or alternate means of hand sanitization.
 - b. Blood pressure monitoring equipment.
 - c. Stethoscope.
 - d. Trash containers for biohazardous materials and sharps.
- .10 The Responsible Mental Health Authority shall ensure the facility has an adequate supply of psychological testing materials for purposes of empirical assessment and diagnosis of mental disorders.
- .11 Designated Property Custodians shall maintain the inventory of all equipment, materials, and supplies purchased for health care services in accordance with State of Hawaii laws, administrative rules, and policies relevant to inventory management and control.
- .12 Suitable health care reference books (e.g., Diagnostic and Statistical Manual of Mental Disorders), periodicals, audio recordings, video recordings, and online resources (e.g., UpToDate®, Lippincott, Prescriber's Digital Reference), shall be available to health care staff, as the budget allows.

NOT CONFIDENTIAL

COR P & P M	SUBJECT: CLINIC SPACE, EQUIPMENT, AND SUPPLIES	POLICY NO.: COR.10.D.03
		EFFECTIVE DATE: January 01, 2024
		Page 6 of 6

APPROVAL RECOMMENDED:

 JAN 01 2024

Deputy Director for Corrections Date

APPROVED:

 JAN 01 2024

DIRECTOR Date

NOT CONFIDENTIAL