

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-C-09

SUBJECT: ORIENTATION FOR HEALTH STAFF

POLICY: All health services personnel will complete training as required by the Health Services Section.

REFERENCE: NCCHC Standard P-C-09
DOC Policy 20.7, Employee Training and Development

PROCEDURE:

- A. All newly hired health services employees will attend a Department of Corrections new employee orientation as arranged with the DOC Training Section. Medical practitioners will substitute Institution orientation arranged by the Medical Services Manager at the direction of the Medical Director.
- B. New employees will complete the DOC Health Services Section Employee orientation training within 90 days of employment.
- C. New employees will complete a DOC Health Services orientation manual, specific for their position, within the first 90 days of employment.
- D. The Medical Services Manager, Nurse Manager or Medical Director will review the employees' record of DOC training, new employee orientation, Health Services orientation and the job training orientation manual to identify strengths and weaknesses.
- E. Completion of orientation will be documented and reported to the Health Services Training staff and the DOC Training and Development Section.

Effective Date: _____

Review date: October 2008

Supersedes P&P dated: March 2008