



Registry Orientation Packet

MARICOPA COUNTY Correctional Health Services



WELCOME ABOARD!

What you need to know to get started



Registry Orientation – *Topics of Discussion*

A. Safety and Security

- All items brought into the jail are subject to be searched
 - CHS ID badge is required when entering any jail facility
 - List of Security Do's & Don'ts (handout)
 - Security Tips (handout)
- Security in Patient encounters
 - Secure Work Area:*
 - Have only the necessary items your area and be attentive of patient activity
 - Never leave patients alone and unattended
 - Observe patients signing forms and retrieve pen/pencils immediately
- Maricopa County Sheriff's Office (MCSO) staff is responsible for care, custody and control in the jail facilities. Healthcare staff should never enter a cell/housing location without first being advised that the 'scene is safe' by MCSO staff.
- Games Inmates Play

B. Overview and Acknowledgements

- Confidentiality/Health Information Portability Accountability Act (HIPAA)/Criminal Justice Information Systems/Prison Rape Elimination Act (PREA)

C. Jail Overview

- Overview of 6 Facilities and 9 clinics (inclusive of Self Surrender)
 - ***Why do we operate the way that we do?*** - Jail Accreditation / Policy and Procedures
 - Access to Care
 - Health Services Policies and Standard Operating Procedures
 - Litigious Environment

D. Healthcare Professionals within CHS

- MDs, PA, NPs, RNs, LPNs, CHTs, Dentist, Dental Assistants, Psychiatrist, Psychologist, Social Workers, Mental Health Professionals and Mental Health Associates, RPTs
- Reminder of Scope of Practice
- Reminder of American Nursing Association Practice Guidelines
- Reminder of Code of Ethics

E. Inmate-Staff Relationships

- Notify Charge Nurse/Supervisor if a close friend or family member is in jail
- Patient Interaction
 - Professionalism – (Control your emotions, avoid arguments and inappropriate non-verbal behavior)
 - Avoid intimacy/unnecessary or lingering touch
 - Do NOT ask questions regarding nature of charges
 - Do NOT discuss personal life in front of any patients or in work area
 - Listen to your patient, but keep interview concise, focused on healthcare
 - Do NOT do favors or give extra items without permission
 - Do NOT pass notes, make phone calls or give messages to or for inmate

F. Correctional Health Nurse Essentials – (Basics on Patient Healthcare Process)

A general overview is provided on the following topics describing the patient care process from Booking to Release'

- Incarceration in the USA (Population Stats based on age, gender and ethnicity)
- Patients vs. Inmates
- Receiving Screen
- Health Assessment
- Continuity of Care
- Diets
- Special Needs Treatment Plans
- Aids of Impairment / Medical Supplies /Equipment
- Oral Screening
- Chronic Care Conditions
- HIV Opt Out Program
- Health Needs Requests (HNRs)
- Electronic Health Record
- Sick Call



Registry Orientation – *Topics of Discussion*

- Mandown
- Nursing Protocols / Emergency Response Orders
- Mental Health Issues in Jail
- Suicide Prevention
- CIWAs / COWs / CIWA-B
- Medication Administration
 - Opioid Treatment Program
- Infection Control
- Wound Care
- Treatment
 - Provide care as ordered
 - Provide privacy in jail environment
 - Keep voice low
 - Maintain distance from other patients whenever possible
- Documentation Basics
- Quality Monitors

Getting Started and Helpful Hints

Orientation:

- Classroom orientation with handouts for reference
- One 8 or 12 hour shift of clinical orientation in LBJ or 4th Ave
- One 8 or 12 hour shift of clinical orientation at another OP clinic
- One shift of orientation, if needed, to specialty areas: Intake, Infirmary, MHU

Scheduling:

- CHS utilizes 28-day schedules. Plan your availability accordingly.
- CHS primarily uses 12-hour shifts with start times being 0700 and 1900
 - 8-hour shifts are used for some positions at Durango OP, 4th Ave OP, Infirmary, and Estrella OP
- Registry
 - Provide your availability to your agency. Your registry will schedule all shifts with CHS staffing.
 - DO NOT contact the CHS Staffing Office directly
 - You must notify your registry if you must cancel a shift. Your agency is responsible for obtaining a replacement and may be financially penalized if unable to do so
- Travelers
 - Travelers on a 13 or 26 week assignment will be scheduled by the nurse supervisor and will be listed on the schedule along with the CHS core staff members
 - Travelers who call off must:
 - Call the Staffing Office (602-876-7107) a minimum of 4 hours prior to the start of the shift
 - Notify your agency

Dress Code and Personal Appearance

- CHS recommends scrubs. Neat, clean, full length slacks, polo shirt or sport shirt is also acceptable.
- NO sleeveless tops, shirts with slogans, team names or sayings are permitted
- Closed toed shoes suitable for walking long distances and climbing stairs are required.
- ID badge worn above the waist
- Minimal jewelry. Single pair of post ear rings, watch, ring.
- No hats. Religious head coverings must be discussed with the nursing supervisor

Maricopa County
Correctional Health Services
Traveler/Registry Orientation

Professional Conduct

- No fraternization with inmates
- You may not work in a facility where a family member is currently incarcerated. Notify the staffing office if this is an issue. Failure to notify CHS will result in being prohibited from working in the jails
- Do not discuss personal matters in front of or within hearing distance of inmates
- Do not do “favors” for inmates. Do not transmit messages or communications
- Inmates are patients and should be treated in a professional manner
- Detention officers are responsible for security

Access to the facilities

- Registry
 - Check in at the visitation desk at each facility. (Bonds and Fines at 4th Ave.)
 - Present and leave your drivers license in return for a visitor badge
 - Wear your visitor badge as your ID at all times
 - Turn in your visitor badge at the end of your shift to receive your drivers license back
- Travelers
 - CHS ID badge will be issued during orientation
 - Valid for the term of your assignment. If you extend you must have your badge updated
 - Wear your CHS ID badge at all times

Payment and Time sheets:

- Registry
 - Follow computer sign-in/sign-out procedure
 - If computer access is unavailable, use exemption form
- You may not sign in more than 7 minutes prior to your shift
- You must follow any additional procedures directed by your agency to ensure proper payment
- If you have questions about your paycheck you must contact YOUR AGENCY, not CHS staffing or payroll.

We work inside of MCSO detention facility. Our relationship with them is very important—they keep us safe.

“DO”	“DON’T” (not appropriate)
<ul style="list-style-type: none"> • Dress appropriately. • Shoulders & midriffs must be covered. Camisoles must be worn under sheer fabric. • Closed toe shoes are safest. If wearing open toe shoes in administration, you must have a pair of closed toe available in case you need to go into a secured area. • Make-up & fragrances must be used sparingly. • Hair, including facial hair, must be clean and styled so that it does not interfere with work duties or safety. • Nails clean & length that will not interfere with work duties. 	<ul style="list-style-type: none"> • No slogans or graphics on t-shirts or sweat shirts • No cutoffs, sweat pants, shorts, workout or athletic wear. • No clothing made of spandex. • Any visible body piercing must be removed before entering the jail. • No open toe shoes in secured area. • No fragrances worn in concentrations that compromise patient care or patient/staff comfort. • No hats
<ul style="list-style-type: none"> • Keep items in clear plastic bags. • All currency brought into a facility should be placed in a wallet that fits into a standard uniform pocket. 	<ul style="list-style-type: none"> • No purses. • No cigarettes or tobacco. • No lighters. • No aerosol spray cans/bottles.
<ul style="list-style-type: none"> • Wear ID badges above the waist at all times. • <u>Visitor badges</u>- all guests must go through visitation to get a visitor's pass. • Supervisor or manager must clear with jail commander any unusual items necessary to conduct business in jail that can not be in a clear container. 	<ul style="list-style-type: none"> • NO entry into the jail without CHS ID.
<ul style="list-style-type: none"> • Correction officers have the right to open containers prior to entering jails. • Food items are placed in clear plastic containers or plastic bags. • Keep frozen meals in sealed boxes • Food purchased outside & brought into jail should be in a pizza box or Styrofoam container. • Supervisor or manager must clear with jail commander any food arrangements brought into jail for pot luck events. 	<ul style="list-style-type: none"> • No Metal forks, knives, or metal cans. • No Glass items or thermos bottles. • No Alcohol.
<ul style="list-style-type: none"> • Only use cell phones or 2 way radios that are County Authorized with Bar Codes. 	<ul style="list-style-type: none"> • No personal electronics • No cell phones • No PDA's
<ul style="list-style-type: none"> • CHS courier will be able to bring in boxes, medications, and sealed medical information as part of routine business 	

Items to bring to work:
Small Notebook, Red & Black pens, pencils, black sharpie, lock, sticky notes,
stethoscope & watch for clinical staff
Cash-less than \$10 for lunch & drinking water

Security & Safety Tips for Staff

- Act confident. Avoid acting nervous.
- Be aware of your desk and what is on it. Anything can be used as a weapon.
- Keep only enough equipment to complete the task/skill
- Never enter a tank, cell, etc. without a detention officer present.
- Don't let patients stand behind you. Keep your back towards the wall.
- If leaving a patient unattended, take your equipment.
- Never leave a patient in an exam room or room with equipment.
- Remove any medications before leaving the area.
- Lock the clinic door when no one else is present in the clinic.
- Keep medication carts a safe distance from the bars.
- Be sure to administer injections/ medications with an officer escort.
- Be sure to deposit any sharp object into a sharps container.
- Be aware of what is in your pockets.
- Keep your personal life to yourself. Do not give your cell or personal phone number to your patient. Avoid giving home address. Watch your conversation in clinic and out in the detention areas. Patients have learned to read lips. Remember professional boundaries. Patients may not touch you—no hugs.
- Wear your county badge.
- Watch your language.
- Act professional.
- Do not promise anything to the patient.
- Know the names & phone numbers of who is in charge of security and your supervisor when you are working.
- Know your unit's phone number.
- If you have any questions, please ask the staff. The only dumb question is one that remains un-asked!

Maricopa County Jails

Parking & Access

4th Avenue Jail

201 S. 4th Avenue Phoenix, AZ 85003

Intake (602)876-8119

Outpatient (602)876-9155

- Located between 3rd and 4th Ave., and between Madison & Jackson
- Parking is in the 5th & Jackson Garage
- Employee entrance is on the Northeast corner of 4th Ave & Jackson
- Badge access through first door, then iris scan to open next door, badge access in clinic areas

Estrella Jail

2939 W. Durango St. Phoenix, AZ 85009

(602)876-5590

- Located on Durango St. between 27th and 35th Ave.
- Parking is surface parking to the West of the jail
- All access is granted by showing your ID and sliders

Estrella Support (Tents)

2939 W. Durango St. Phoenix, AZ 85009

(602)876-1284

- Located on Durango St., East of the Estrella Jail., Look for the blue sign with white lettering
- Regularly assigned employees park in the MCDOT lot
- Access the clinic through main door

Durango

3225 W. Gibson Lane Phoenix, AZ 85009

(602)876-1955

- On Gibson Lane- South side of the street
- Off 35th Ave, about ¼ mile South of Durango St. before Lower Buckeye intersection
- Employee entrance is West of visitation or you may enter through visitation
- Parking is in the Durango Garage- on the North side of Gibson Lane across from the jail

Towers

3127 W. Gibson Lane Phoenix, AZ 85009

(602)876-1731

- On Gibson Lane- East of the Durango jail
- Parking is surface parking in front of the jail
- Access clinic through main entrance
- Need to sign in and out at this facility

LBJ-Lower Buckeye Jail

3250 W. Lower Buckeye Road Phoenix, AZ 85009

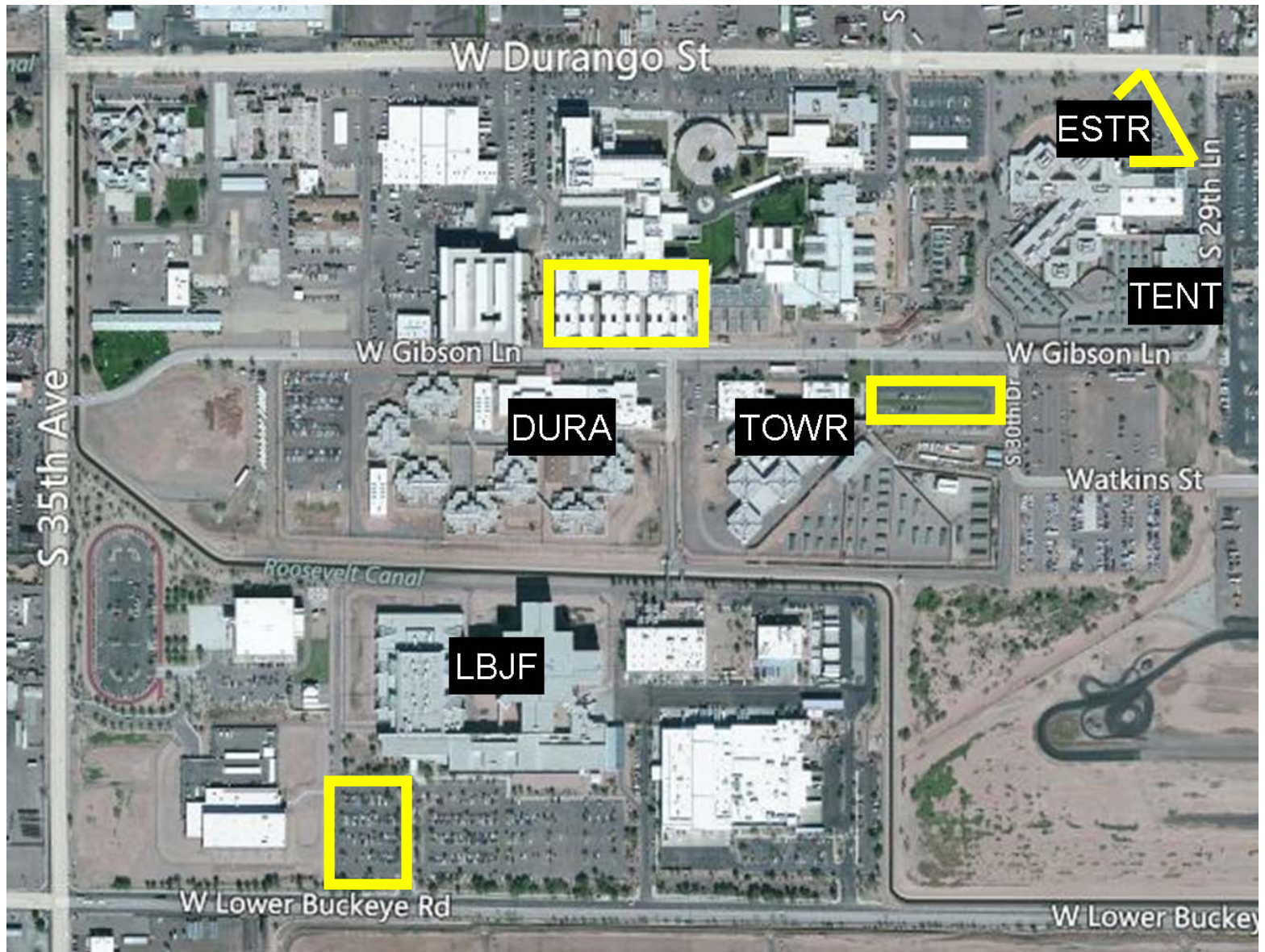
Outpatient Clinic (602)876-6803

Infirmary (602)876-6872

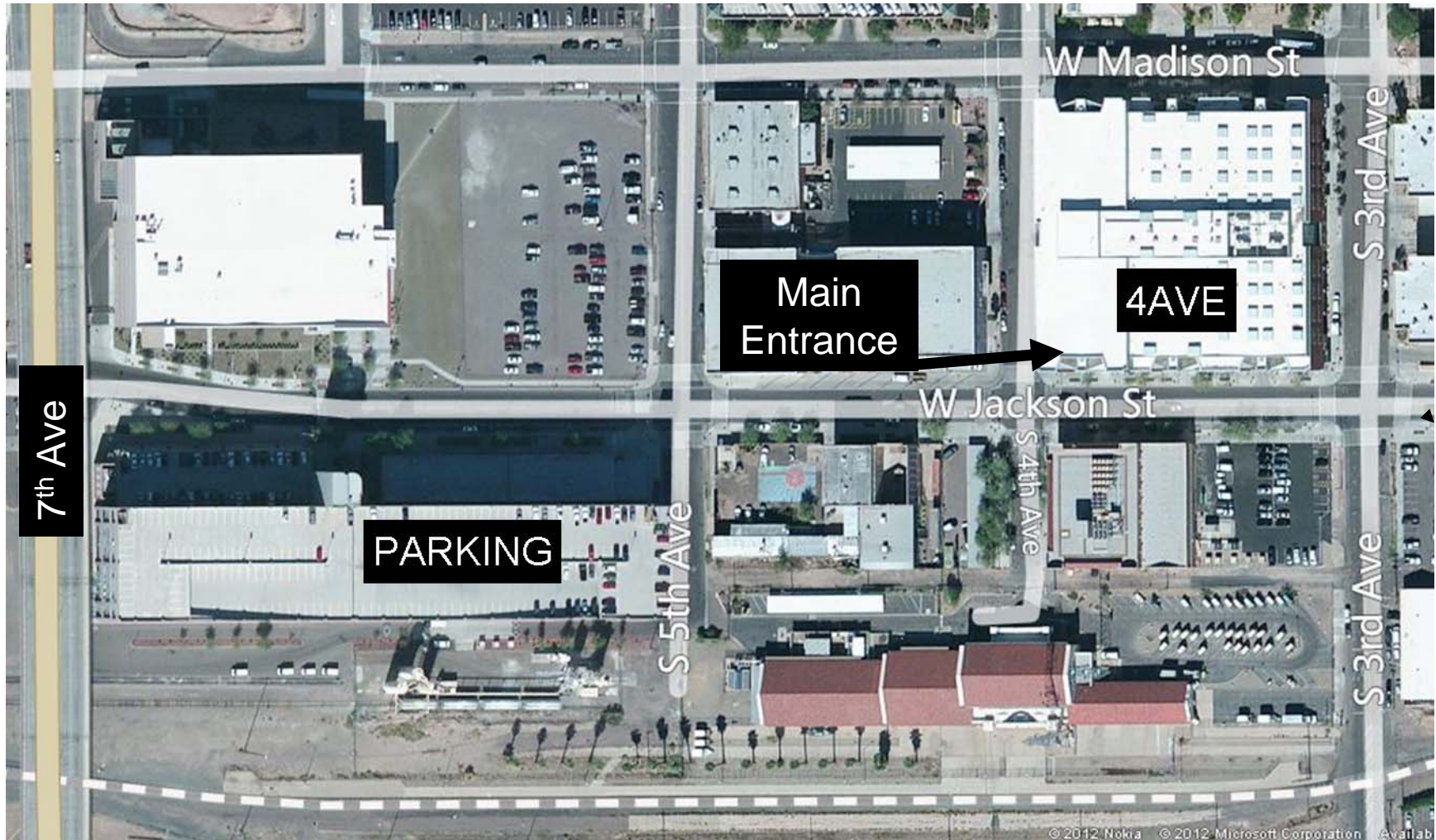
Mental Housing Unit (602)876-6310

- Located near Lower Buckeye Rd. West of 35th Ave.
- Surface parking on the East side is employee parking. Badge access
- Employee entrance is to the East of the main entrance, iris scan access
- Once inside of building, access is slider/officer controlled

Durango Complex



Downtown



JAIL (Jargon) TERMINOLOGY

AD SEG: Administrative segregation for inmate protection and safety
BREAD TRUCK: Vans, busses used to transport inmates
CANTEEN: Store items that are ordered & paid for by inmates. Items delivered one day per week.
CELLY: Roommate
CLOSED CUSTODY: Maximum security for high profile crime, personal safety or behavior issues.
DO: Detention officer
ADC: Arizona Department of Corrections
DRESS OUT: Change from civilian clothes
DURA: Durango
FELL OFF THE BUNK: Assaulted by another inmate but chooses not to reveal the name
FLOODING THE POD: Inmate intentionally plugs the toilet and floods the housing area
ESTR: Estrella
HNR: Health Needs Request
HOG TIE: Binding the four extremities of an unruly inmate
HOOCH: Homemade liquor usually made out of bread, fruit & sugar
HOUSE MOUSE: Trustee in the housing area that cleans, empties the garbage, etc.
IA: Intake area where a person is booked, processed and goes to court
I/M: inmate
KICK OUT: (K/O), release from jail
KITE: Illegal note that is passed from inmate to inmate
LBJF: Lower Buckeye Jail Facility
LOCK DOWN: All inmates are returned to jail cells until incident resolved
MCSO: Maricopa County Sheriffs Office
OTC: Out to court, attending a legal processing
OTW: Out to work
OUT TO REC: Out to recreation, out in the exercise yard
PAGE 2: Additional charges added after the inmate has been incarcerated
POD: Housing Area
ROLL UP: Transferred to another housing location
RULE 11: Determine competency
SEG CHECK: Segregated inmate wellness check
SHAKE DOWN: Searching living areas for contraband
SHANK: Home made weapon
SHORT TIMER: Inmate that is going to be released
SICK CALL: Patient appointments with the health care provider or nurse
SLIPPED IN THE SHOWER: Assaulted by another inmate but chooses not to reveal the name
SRT: Special Response Team
TANK: Holding area, waiting room
TANK ORDER: An inmate request form for books, legal forms, or religious
TIME OUT: The amount of time each day the inmate is permitted out of cell, varies
TOWR: Towers
WARD 41: Detention unit at Maricopa Medical Center for acutely ill inmates
918: Crazy or psychotic acting individual
4 POINT: All four extremities are secured with leather restraints in a restraint bed
4AVE: 4th Ave jail
15 MINUTE OV: Checking of a restrained or suicidal inmate by a detention officer every 15 minutes

Maricopa County Policy Acceptable Use of County Technology Resources		Number: A1609 Revision: 2
Category: Information Technology – Information Systems		Issued: March 1998
Initiated by: Office of the CIO	Approved by: David Smith	Revised: March 2003

A. Purpose

The purpose of this policy is to establish general privileges, responsibilities and restrictions in the use of County Technology Resources by County Employees so that the value of these resources is maximized. This policy supports and permits use of County Technology Resources that is consistent with the law, Maricopa County business strategies, individual department goals, contracted deliverables, and the efficient and effective delivery of services to Maricopa County citizens.

B. Definitions

Acceptable Use: a use of County Computing Resources that is authorized and meets County policies.

Authorized Use: a use of County Computing Resources that is (1) performed according to those designated duties listed within an employee's job description or as assigned by an employee's supervisor or as necessary to carry out the daily duties of the job; or (2) required by a non-employee working for a vendor to satisfy the services contracted by the County; or (3) required by a non-employee working for another outside organization under an Inter- Governmental Agreement (IGA) to satisfy the duties or services in the agreement.

Authorized Users: all individuals approved to use County Technology Resources. These include County employees (including temporary employees), non-employees providing services or products to the County (e.g. suppliers on contract) and/or non-employees who are given access to County data (e.g. suppliers on contract or outside organizations with IGA's).

County Technology Resource (County Computing Resource): any computing device, peripheral, software, information technology (IT) infrastructure, electronic data or related consumable (e.g. paper, disk space, central processor time, network bandwidth) owned or controlled by the County.

Department Head: the Elected Official, Presiding Judge, or Appointed Department Director serving as the responsible party for conducting business on behalf of the County.

IT Infrastructure: in the context of this policy, includes local and wide area networks (LAN and WAN), communications equipment, hardware (including FAX and telephones), communications software (including the Internet, Intranet, and bulletin board access software), and VPN and/or RAS capabilities for remote access and data distribution.

Improper Use: use of County Computing Resources for illegal, inappropriate, obscene, political, or personal gain purposes. Illegal activity is defined as a violation of local, state, and/or federal laws. Inappropriate use is defined as a violation of the intended use of the IT Infrastructure and County Computing Resources and/or purpose and goal. Obscene activity is defined as a violation of generally accepted social standards for use of a publicly owned and operated communications vehicle.

Network: a System of interconnected County Technology Resources designed to facilitate the sharing of devices and information among local and remote electronic systems used by authorized users.

C. Policy

Maricopa County Technology Resources are intended to be used for Maricopa County business purposes and are to be used to carry out the responsibilities associated with performance of County employment, County awarded contracts, or approved IGAs. Limited use of County Computing Resources for personal needs is permitted as long as such use is consistent with established County and department policy, and does not inhibit either governmental or administrative use.

Authorized users shall not use County Computing Resources for illegal, inappropriate, or obscene purposes, or in support of such activities. Use of County Technology Resources for political or personal gain is also prohibited.

The County may restrict the use of specific County Computing Resources through additional policies and standards. Individual departments within the County may further restrict the use of their County Computing Resources through their own supplemental department policies, standards, guidelines and procedures.

All use of County Technology Resources for electronic communication must present Maricopa County in a manner that preserves the County's good reputation and high standards of professionalism. Any electronic communication that constitutes a significant representation of Maricopa County to the Public, must be approved by the appropriate County Department Head or their designee. Consequently, any electronic communication discovered on a County site that is deemed inappropriate and/or has not been approved will be disconnected, with any incurred charges billed to the owning department. Alternatively, the owning department's web site may be disconnected from the County site until compliance is achieved.

Distribution and retention of any information accessed through County Computing Resources must follow County policy, Public Record Laws, and all state and federal regulatory requirements.

Improper use of County Technology Resources or any violation of this policy may result in disciplinary action up to and including termination of employment or contract status. Unacceptable usage is just cause for taking disciplinary action, suspension or reduction of computer privileges, revoking networking privileges, initiating legal action (civil or criminal), or notifying the appropriate authorities for further action.

The County shall have software and systems in place that monitor and record computer usage. Every computer site visited, including on the Internet/Intranet or email system, must be traced back to the originator. The County is able and reserves the right to monitor all traffic on the network, including but not limited to Internet/Intranet and email use, at any time, without prior notice or warning to the user. Anyone using County Computing Resources has **no expectation of privacy** in the use of these tools or any content therein.

Examples of Unacceptable Use:

(The following provides some examples of, improper uses of County Computing Resources. Improper use of County Computing Resources is not limited to these examples.)

- Pursues illegal activities such as anti-trust or libel/slander.
- Violates copyrights (institutional or individual) or other contracts (license agreements). (e.g. downloading or copying of data or software or music that is not authorized or licensed).

- Knowingly, or with willful disregard, initiates activities that disrupt or degrade network or system performance, or that crashes the network or other systems or that wastefully uses the finite County Computing Resources.
- Uses the County Computing Resources for fraudulent purposes.
- Performs gambling activities or other illegal schemes (e.g. pyramid, chain letters, etc.).
- Steals intellectual property, data or County Computing Resources.
- Misrepresents another user's identification (forges or acts as), or gains or seeks to gain non-authorized access to another user's account/data or the passwords of other users, or vandalizes another user's data.
- Views, retrieves, saves, or prints text or images of a sexual nature or containing sexual innuendo (e.g. accessing adult oriented sites or information via the Internet/Intranet).
- Invades systems, accounts, and networks to obtain non-authorized access to and/or to do damage (hacking). This includes non-authorized scans, probes, or system entries.
- Intentionally intercepts and modifies the content of a message or file originating from or belonging to another person or computer with the intent to deceive or further pursue other illegal or improper activities.
- Knowingly or with willful disregard propagates destructive programs into County Computing Resources (e.g., worms, viruses, parasites, trojan horses, malicious code, email bombs, etc.).
- Uses County Computing Resources to conduct commercial or private business transactions, or supports a commercial/private business other than County business (e.g. using fax machines or telephones to further an employee's commercial/private business endeavors).
- Promotes fundraising or advertising of non-County organizations that have not been pre-approved.
- Generates or possesses material that is considered harassing, obscene, profane, intimidating or threatening, defamatory to a person or class of persons, or otherwise inappropriate or unlawful including such material that is intended only as a joke or for amusement purposes.
- Discloses protected County data (confidential, private, or best interest) via County Computing Resources without proper authority.
- Fails to comply with the instructions from appropriate County staff to discontinue activities that threaten the operation or integrity of County Computing Resources, or are deemed inappropriate, or otherwise violate this policy.

D. Authority and Responsibilities:

All Authorized Users:

- Are responsible for understanding and adhering to this policy.
- Should understand that any login to or access of any County Computing Resources constitutes their acknowledgement and acceptance of all County IT related policies.
- Must sign and submit an Acceptable Use Acknowledgement Form.

- Must declare their identity and declare their affiliation with Maricopa County whenever County Computing Resources are used.
- Should understand that using County-provided equipment and software has **no expectation of privacy** in the use of these tools or any content therein.
- Are required to keep all electronic communications professional and follow established policies regarding workplace professionalism.
- Are responsible to protect and secure their County Computing Resources from non-authorized or improper use.
- Are responsible for following and adhering to the “use” restrictions of any external organization that they access or interface with.
- Who encounter or receive any material that violates this policy must immediately report the incident to the employee’s supervisor and notify the sender that such communication is prohibited under County policy.
- Believing that any of their accounts have been tampered with in any way, are responsible for contacting their PC/LAN Manager or designee via the most expedient means possible.

The County (Department Heads):

- Shall monitor departmental use of its own County Computing Resources, at any time, without prior notice or warning to any user of its County Computing Resources.
- May investigate excessive network traffic or bandwidth usage (high browser use or message volume) for improper use of Maricopa County Technology Resources.
- May request access to email, Internet/Intranet and/or other County Technology Resource usage information for their organization at any time to ensure compliance with this policy (request must be made by Elected Officials, Presiding Judge, or Appointed Department Directors).
- Are responsible for identifying the authorized users of County Technology Resources.
- Are responsible to ensure compliance with this policy.
- Are responsible for initiating the approved County “Acceptable Use” banner for all their entry points into County Computing Resources (see approved County Acceptable Use Banner that includes a link to this policy – A2609).
- Are responsible for defining approved agency business and network utilization practices.
- Are responsible for providing acceptable use training to their employees.
- Shall notify the Office of the Chief Information Officer (OCIO), Internal Audit (IA), and the Network Security Officer (NSO) of any suspected violation of this policy upon discovery.
- Shall initiate the appropriate disciplinary action to respond to violations of this policy.

The Office of the Chief Information Officer:

- Will coordinate requests for technology usage information that involves enterprise servers or enterprise application services or non-employees.
- Will facilitate, if appropriate, the utilization of external resources including civil or criminal investigators to examine suspected violations (unless the department has its own email system).
- Will review this policy on an annual basis with IA and NSO.

The Network Security Officer:

- Will coordinate with all departments on the development of their own internal policies, standards, guidelines and procedures for acceptable use.
- Will coordinate with all County IT departments to insure that they have software and systems in place that can monitor, record and report computer usage.
- Will develop standards, guidelines and procedures to support this policy.
- Will develop training and orientation materials for all employees, suppliers, and other parties who use County Technology Resources.
- Will report to executive management on acceptable use.

Internal Audit:

- Will evaluate departmental policies, standards, guidelines and procedures on acceptable use.
- Will establish criteria and procedures for auditing acceptable use.
- Will perform periodic annual audits on acceptable use.

E. Related Documents:

- Refer to Procedure – N/A
- Refer to Standard – N/A
- Refer to Guideline – N/A

MARICOPA COUNTY ACCEPTABLE USE BANNER

Acceptable Use Statement

"By logging into and/or using County Computing Resources, I acknowledge that I have read, understand, agree, and will comply with the current County policy, [**A2609 - Acceptable Use of County Technology Resources**](#)". My usage will be monitored for compliance and I accept all liabilities associated with any misuse on my part."

**MARICOPA COUNTY ACCEPTABLE USE OF COUNTY TECHNOLOGY
RESOURCES POLICY ACKNOWLEDGMENT**

I acknowledge that:

I have received, read, understand and agree to abide by the Acceptable Use for County Technology Resources Policy.

I understand that a copy of this signed Acknowledgement will be placed in my personnel file.

Authorized User - Signature

Supervisor - Signature

Date: _____

Authorized User (print): _____

Telephone No.: _____

Cost Center: _____

Supervisor (print): _____

Department: _____

Note: Original signed Acknowledgement maintained by the appointing authority, copy of the Acknowledgement to Maricopa County Human Resources and to employee.

Correctional Health Services

Jail Management Systems (JMS)

I will not:

- use JMS for a reason other than what is needed to perform my job.
- disseminate any information contained within JMS for non-related use.
- look up specific information for personal needs
- abuse the information for personal use
- use the information in an unsecured manner.
Information should always be secured!

I have read and understand the above information.

Print Name _____

Signature _____ Date _____

Position _____

Maricopa County Correctional Health Services			
New Employee Orientation / Competency Checklist for Registry Registered Nurse			
Name:			
Clinic:			
Send completed Form to Education		Mark N/A if item not applicable	
Tour Jail Facility / Clinic	Employee Initials	Preceptor Initials	Date Completed
Clinic Specific Facility Access			
Parking Access			
Work Schedule			
Registry Sign In/Sign Out Procedure; Use of Exemption Forms			
Introduce Staff			
Lockers / Break Room / Restrooms			
Job Description and Scope of Practice			
Emergency Response equipment and Scope of Practice for CHT			
Nurses Station			
Medication Room			
Fire Exits/Alarms/Extinguishers			
Evacuation Location and Route			
Exam Rooms / Treatment Areas			
Panic Button Use			
Holding Tank			
Medical Records Location			
Laboratory			
Safe Cell Location (if applicable)			
Clinic specific folders on U drive			
Communication Logs			
Safety and Security		Preceptor Initials	Date Completed
No Favors, No Personal Information			
Patient transfer to and from clinic			
Clinic specific procedures (i.e. closed			
Notify Supervisor of Family / Friends in			
Locate Clinic MCSO Officer Station(s)			
Access and Use of Clinical Web Portal			
Receiving Screening (accessing pre-Tech			
HNR Database			
TDWeb (Public Health)			
BioReference			
Mental Health Database			
Use of CHS Education Portal			
Location of CHS Forms			
Provision of Care	Employee Initials	Preceptor Initials	Date Completed
Provider Sick Call			
Nursing Sick Call			
Wound Care			
Diabetic Care			
Admission to MHU/Infirmary			
Safe Cell Use/Process			
Referrals for Off-Site and On-Site specialty care			
Withdrawal Assessments			
Segregation Rounds			
Health Needs Request Triage			
Security Overrides			
Phone / Communication	Employee Initials	Preceptor Initials	Date Completed
Answering / Transferring Phone Calls			
Facimilie, Copier, Printer			
CHS Phone List (Admin & Clinics)			
Inter-office mail procedure/mailbox location			
On-Call Provider Phone List			
Supervisor On-Call Phone List			
Tech Care Use			
Computer - LAN User ID, Log On			

EXAMPLE

Maricopa County Correctional Health Services			
New Employee Orientation / Competency Checklist for Registry Registered Nurse			
Name:			
Clinic:			
Health Record	Employee Initials	Preceptor Initials	Date Completed
Process for Loose Paper Documents			
Locating Paper Chart Forms (eHR Downtime Process)			
Ordering Extra Items / Special Diets			
Infection Control / PPE	Employee Initials	Preceptor Initials	Date Completed
Location of Supplies			
Location of Biohazardous Waste Areas			
Location of Universal Precautions/Handwashing Areas			
Location of Spill Kits			
Clean Up Procedures			
Chain of Command for Blood and Body Fluid Exposure			
Varicella Protocol			
Radio Use	Employee Initials	Preceptor Initials	Date Completed
Radio Location / Use			
Documentation	Employee Initials	Preceptor Initials	Date Completed
SOAPE Charting			
Protecting Electronic Signature in eHR			
Use of CHS ID#			
Approved Forms Only in Medical Records			
Use of Approved Abbreviation while Documenting			
NAP: Charting (give 3 examples)			
Health Assessment	Employee Initials	Preceptor Initials	Date Completed
Completion of TST, HIV			
DOCUMENTATION OF CLINIC SPECIFIC LABORATORY MONITORING:	Employee Initials	Preceptor Initials	Date Completed
Clinic Specific Laboratory	Employee Initials	Preceptor Initials	Date Completed
Blood Glucose Monitoring			
Venipuncture			
Ear Lavage			
EKG			
Epi-Pen Use			
INR (Coagucheck)			
IV Insertion and Line Maintenance			
Manual Blood Pressure			
Peak Flow			
Portable Oxygen			
Suture and Staple Removal			
TST Placement/ TST Read			
Hemoglobin (Hemocue)			
Hgb A1C (DCA Analyzer)			
Urine Drug Screen (I-Cup)			
Chem 8 (I-Stat)			
Urinalysis Dipstick			
Urine Pregnancy Test			
Vitals - Welch Allyn Instrument			
Laboratory Reference Book			
Bio-Reference Laboratory (Care Evolve)			
Public Health Requisitions (TDWeb)			
Oral Screen and Guidelines			
Visual Acuity (Snellen Eye Test)			
Locating Supplies for Wound Care / Treatments	Employee Initials	Preceptor Initials	Date Completed
Wound Assess/Dsg Selection			

EXAMPLE

Maricopa County Correctional Health Services			
New Employee Orientation / Competency Checklist for Registry Registered Nurse			
Name:			
Clinic:			
Medication	Employee Initials	Preceptor Initials	Date Completed
Prepare and Administer Medications			
Follows 8 Rights of Medication Administration			
Patient Specific Medications: DOT's, KOP's, COT's			
RDSA, Stock Cards, and NAP Medications			
Clinic Stock Medications			
Controlled Substances: Accountability, Count, Destruction			
STAT and One Time Medications (reg, control and class 2)			
IM, SQ, PO, IV			
Documentation in eMAR			
Use of Administration Codes on eMAR (No Blanks)			
Missed Med Report			
Communication of Missed Meds to Provider			
New Med Report			
Ordering Refills			
Non-Formulary Requests			
Stat Medications Not On-hand			
Mouth check: controlled meds, juveniles, MHU, compliance & per order			
Cheeking / Refusal - Reporting To Provider			
Maintaining Security of meds / Responsibility for accountability of meds			
Contacting Pharmacy			
Location of Urgent / Emergency Care Equipment / Forms		Preceptor Initials	Date Completed
Man Down Event Response Expectations			
Review contents of Mandown Down Bag			
AED			
Crash Box			
Dirt Bag			
OB Kit, Oxygen Tank, Tubing and			
Back Board, Patriot and T			
Immobilization, Sta-Block I			
Airway			
Documents - Man Down Form, _____ (EROs)			
Restock Mandown Bag/ / restc			
ERO: charting (give 3 example _____ nurse fro review)			
Quality	Employee Initials	Preceptor Initials	Date Completed
Location of Quality Control Logs			
Quality Monitor - I-STAT (If Applicable)			
Quality Monitor - Oxygen Tank			
Quality Monitor - Medication Refrigerator			
Quality Monitor - Lab Refrigerator			
Quality Monitor - Man Down Kit / Crash Box / Suction / Disaster Bag			
Quality Monitor - Urisys Cleaning and Calibration Log (If Applicable)			
Quality Monitor - Blood Glucose Testing			
Quality Monitor - Urinalysis			
Quality Montior - Man Down Bag			
Quality Monitor - Eye Wash (If Applicable)			
Quality Monitor - Positive Pressure Room (If Applicable)			
Quality Monitor - Negative Air Flow Room (If Applicable)			
Quality Monitor - A1C (If Applicable)			
Running Controls/Blood Glucose Testing			
Sharp Count			
Key Control - Exam and/or Lab Room, Med Room, Narcotics Box, Methadone			
SIGNATURES			Date
Preceptor Signature:			
Preceptor Signature:			
Employee Signature:			
Supervisor Signature:			
Return this form to CHS Education: LBJ Administration when completed			11/16/2015

EXAMPLE



Correctional Health Services – Nursing Staff

Key Responsibilities

RN

Provides assessments and implements appropriate nursing interventions. Monitors patients' progress as appropriate and evaluates outcomes. Performs standard nursing procedures appropriate to patient needs. Administers medication and addresses other pharmacological needs as protocol dictates and performs basic phlebotomy skills as required. Documents all patient care using appropriate Electronic Health Record (EHR) format and process, or other method of documentation when appropriate. Monitor and review tasks daily in EHR. Provides health-related education to patients. Completes required education hours within mandatory timeframe. Participates in Continuous Quality Improvement process. Organizes and maintains a clean, work environment performs other duties as assigned.

LPN

Collects data for care needs and delivers appropriate nursing interventions under the direction of an RN or Provider. Monitors Patients' progress and reports outcomes appropriately. Administers medication and completes related medication procedures. Performs standard nursing procedures as ordered. Completes and processes all required documentation in a comprehensive, objective and legible manner. Provides health-related education as appropriate to patient needs. Completes Daily Review and Tasks within the Electronic Health Record (EHR). Completes required education. Participates in CQI related activities as assigned. Organizes and maintains a clean work environment.

CHT

Completes treatments, procedures as directed by a licensed nurse in compliance with CHT training. Conducts screening tests, obtains specimens as directed. Assists or supervises patients in their personal hygiene or activities of daily living needs when appropriate. Assists provider/licensed nurse with exams and procedures. Provides and maintains patient confidentiality. Completes required documentation using correct Electronic Health Record procedure. Reports findings and observations to licensed nurse or health care provider. Organizes and maintains a clean work environment. Participates in the Continuous Quality Improvement process. Answers phones; fax requests: ROI (release of information), creates speed letters to classification; sends documents for scanning; creates patient letters; enters patient HNRs into data base; sends patient notification of normal lab/x-ray results; sends extra item copies to detention.

SITTERS (3 types)

- **Sitters:** Assigned to sit outside a cell door continuously monitoring, with sole dedication, a patient who could be harmful to self or others or a patient who has been placed on a safe bed. Charting every 15 minutes on patient's activities
- **Walkers:** Assigned to walk the pod and check patient's activities every 5 minutes
- **Monitors:** Assigned to watch 18 television monitors where the patient is being observed for harm to self

* All Sitters are instructed to notify nursing or MCSO immediately any time patient's safety/ well-being is at risk*