



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS C-03.0 ORIENTATION FOR HEALTH STAFF	
Effective Date:	11/01/2010	Page 1 of 2
Revision Date(s):	10/01/2020; 06/30/2026	
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I. PURPOSE

Ensure all health staff receive an in-depth orientation to the health services program and participate annually in continuing education appropriate for their positions.

II. DEFINITIONS (see Glossary)

III. GENERAL REQUIREMENTS

A. Requirements

1. Upon completion of Montana State Prison basic staff orientation, and within 90 days of employment, all full-time health staff will receive a complete, formal, in-depth orientation to the health services program.
2. Health staff will review all health service policies and procedures (*DOC Chapter 4: Facility/Program Services, Section 5: Health Services, 4.5.02 through 4.5.38; and MSP 4.5.100*) not addressed in basic orientation.
3. The *MSP Nursing Skills Checklist and Self Evaluation* will be implemented by the RN Nurse Educator and reviewed by a member of the nursing management team to identify and develop an individual orientation plan specific to the needs of that individual and the institution.
4. Initially, the full-time nursing staff member will be given the *MSP Orientation Competency Template Revised RN/LPN Packet* and assigned a preceptor to orient and cover every area in the *Packet*.
 - a. The full-time nursing staff member will be assigned tasks with the preceptor to gain the needed knowledge in all areas of the health care delivery system.
 - b. Once the individual nurse has completed orientation with the assigned preceptor, the nurse will be scheduled to meet with the Nurse Educator.
 - c. During the meeting with the Nurse Educator:
 - 1) the *Packet* will be reviewed for understanding and questions; and
 - 2) skill competencies will be reviewed and tested by the nurse educator.
5. The length of each individual's orientation phase will be directly dependent upon the knowledge they exhibit in all areas of the health care delivery systems. This will be related to years of experience and exhibited clinical knowledge.
6. Skills competencies will be:
 - a. tested at the annual skills fair; and
 - b. tailored to each staff member's level of licensure or job duties.

B. Education

1. Each Qualified Health Care Professional (QHCP):
 - a. will participate in annual continuing education appropriate for their position and licensure; and
 - b. if full time, is required to obtain 12 hours of health-related continuing education per year.
2. Education will be provided by qualified instructors who possess knowledge in the subject matter or by persons possessing a current instructor's certificate from an approved body:
 - a. this education may be obtained through distance learning, health related conferences, seminars, and/or independent study; and
 - b. the training records and current CEUs will be held by Department training personnel and may be accessed by each individual employee.
3. Each QHCP is required to have a current health care professional cardiopulmonary resuscitation certification, which will be provided by the Nurse Educator.

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.