

**CARILION MEDICAL CENTER
PROCEDURES FOR CORRECTIONAL/POLICE OFFICERS WHO
GUARD PRISONER PATIENTS**

At Carilion Medical Center, we strive to provide a safe environment for our patients, visitors and employees. To that end, it is our hope that this guide will provide information that helps you complete your duties and understand your role in providing assistance for your prisoner in case of an emergency situation. We understand that your primary responsibility is to your prisoner patient.

Please read the policy, "Care of Patients Under Legal Restrictions". In addition to the policy, you may find the following information helpful.

1. It is important that you read and adhere to all signage posted in the facility. **Watch for signs posted on the door to any patient's room. Signs posted there may be for infection control purposes and specific personal protective equipment may be required before entering. Please see the nursing staff for instructions.**
2. You must provide and maintain the administrative restraints that are on your patient (usually one extremity only). Use double locks on cuffs to avoid tampering or repositioning of cuff.
3. The restraint you use on the prisoner is considered to be *administrative* and not meant for medical purposes. If requested by the physician or nurse, you are required to remove the administrative restraint from the prisoner patient.
4. Whenever possible a private room will be assigned for privacy even if a medical need does not exist for the private room.
5. You must stay with your patient at all times. If the patient goes for medical test, you must go with the patient.
6. You are responsible for getting relief from your employing agency for such things as breaks and lunch. Area staff are not trained nor prepared to cover for you.
7. Patient rooms may contain a small, pressurized canister filled with hand washing material. The hand washing material contains alcohol. The canister is also removable from the holder. At the discretion of the police officer, this canister may be removed from the room.
8. Use of cellular telephones is prohibited in patient care areas. Cell telephones must be in the "off" position.

OTHER INFORMATION YOU SHOULD KNOW

1. **Any information you hear about your prisoner's medical condition is confidential and should not be discussed with anyone.** Please respect the privacy of all patients and visitors you encounter.
2. **Any patient related information**, whether it is your prisoner patient or another patient in the hospital, **is confidential.** The use or disclosure of such information is in violation of Virginia statues as well as HIPPA regulations on a federal level. **Please help us protect patient privacy by not sharing information about other people you might see and know.**
3. If you have questions regarding the care of the patient, contact the patient's assigned nurse.
3. If you have other concerns please ask to speak with the Police/Security Officer on duty.
4. If you need to contact the Police/Security Department, you may use the in-room telephone to contact the Police/Security Dispatcher by dialing 981-7911 or in hospital 77911. If you have a particular problem ask for the Police/Security Manager.
5. If your prisoner is a victim of violent crime or is at risk from the general public, please call the Police/Security Department to initiate a "No News" status for your prisoner.

THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED WHEN ASKED FOR ASSISTANCE

1. If visitors approach you for assistance such as directions or other inquires, direct them to the nearest Carilion Medical Center employee (all employees wear ID badges).
2. If visitors arrive to visit your prisoner, you, as the correctional/police officer, may grant visitation with immediate family at your discretion.

**THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED
IN CASE OF EMERGENCY**

1. In case of **FIRE**:

Rescue your patient from immediate danger. Stay with your prisoner.

Sound an Alarm by pulling the nearest fire alarm. If you cannot reach an alarm, but have a telephone, dial 77911 and report a Code Red (fire) situation and give your room number. If you cannot access a fire alarm or reach a telephone, call out in a loud but controlled voice, "Code Red, Room #." Repeat as needed.

Contain the Fire by closing doors and windows in the area.

Extinguish the Fire if it is safe to do so.

To operate a fire extinguisher:

Pull the pin.

Aim the nozzle of fire extinguisher at the base of the fire.

Squeeze the trigger of the fire extinguisher.

Sweep the spray from side to side at the base of the fire.

2. Report **immediately** to the nurses' station:

- If your patient appears to be in medical distress or is asking for assistance from a nurse or doctor.
- If you are aware or believe there has been some sort of failure of utilities or equipment.
- If you are exposed to some kind of chemical or body fluid.
- If you identify some kind of spill either chemical or biohazardous such as blood or body fluids.

3. If your patient escapes:

- Notify the Police/Security Dispatcher immediately at 77911.
- Try to apprehend your patient.

The following emergency codes are used on the public address system to alert employees of emergency situations. Please review the list.

Code Red - Fire situation
Code Blue - Cardiac/respiratory arrest in an adult
Code Kinder - Cardiac/respiratory arrest in a child
Code Grey - Bomb threat
Code Lindbergh - Newborn - missing newborn
Code Lindbergh - Pediatric - missing child/pediatric patient
Code Green - Mass casualties incoming or a disaster situation within hospital
Code Orange - Hazardous material spill or contamination (internal or external)
Code Secure - Aggressive, abusive situation
Code Siege - Hostage situation
Code EVAC - Partial or total evacuation of an area, department, or facility.
Code Weather Warning - Severe weather with high winds approaching. Move away from windows.

You will be instructed by nursing staff in your area if you need to take any special actions or precautions.

Cross-Training Orientation Record

Name:	
Badge Number:	
Department:	Facility:
Department (cross-trained to):	Facility(cross-trained to):

If you are cross training to both a new unit and facility, complete sections I-IV.

I have received information on the following topics, have had the opportunity to ask questions and understand the information given to me:

If you are cross training to a different facility, complete Section I.

I. FACILITY

- Mandatory Issues
 - Fire and Disaster
 - Safety
 - Hazardous Materials
 - Infection Control, Bloodborne Pathogen and Universal Precautions
 - Security
 - Corporate Compliance
- Tour of Facility

If you are cross training to a new unit/department, complete Section II through IV.

II. UNIT

- Locate resource manuals, including MSDS manual
- Locate Fire Extinguishers, Alarms on Unit
- Locate Fire Exits, Evacuation Routes and Plans
- Tour of Unit
 - Layout of Unit
 - Location of Supplies, Equipment, and Medications
- Phones and Paging Systems
- Overview of Documentation and Processes
- Code Procedures
 - Policy and Procedure, Procedure to Call Code
 - Crash Cart Location
 - Location of Crash Cart Supplies
 - Operation of Defibrillator
 - Code Name
 - Safety Alarms

III. Competency Validation

- Competencies have been identified and are currently being validated with the orientee that are appropriate for the new unit. *(if yes, please see Competency Validation Addendum)*

IV. Age Specific Competencies

- Competencies relating to patient population have been addressed with the orientee in relation to their knowledge, skills and abilities to provide care appropriate to the age of patients served.

V. Administrative Information *(for management use only)*

- Process for contacting Administrator “on call” at the facility
 - Human Resources Contact for urgent issues
 - Internal Telephone/Pager List
 - Parking and after-hours building access
 - Process for contacting Security and Maintenance for emergencies
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Employee Signature

Date

Preceptor Signature *(if applicable)*

Date