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Section-14 Health Services	OP-140112	Page 1	Effective Date: 09/20/2016
Security & Maintenance	ACA Standards: 2-CO-4E-01, 4-4358, 4-4426, 4-4427, 4-ACRS-4C-12		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

## Security and Maintenance of the Health Services Unit's Equipment and Supplies

For the purpose of this procedure, the term “inmate” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (ODOC).

### I. Space and Equipment Review

Equipment and supplies for health services will be provided and maintained at each facility as determined by the facility's correctional health services administrator (CHSA) in cooperation with the facility head and with approval of the chief medical officer. (4-4427, 4-ACRS-4C-12) The following guidelines will be adhered to concerning equipment, supplies, and space for all health service units in correctional facilities. (2-CO-4E-01)

#### A. Equipment /Supplies

1. Medical equipment will be:
  - a. Checked/tested on a regular basis in accordance with the manufacturers' recommendations; documentation will be maintained by the CHSA/designee;
  - b. Kept secured from inmates and non-medical staff;
  - c. Inventoried and accounted for as required by [OP-120801](#) entitled “Property Inventory Control”; and
  - d. Medical instruments/tools will be managed in accordance with [OP-040107](#) entitled “Tool Control Standards.”
2. The plan for the management of biohazardous waste and for the decontamination of medical and dental equipment is located in [OP-](#)

[140125](#), [Attachment A](#) entitled "Decontamination Handbook for Bloodborne Pathogens." (4-4358)

3. Autoclaves will be tested for sterilization using testing devices in accordance with [OP-140132](#) entitled "Laboratory, Radiology, and Optometric Services."
4. Pharmaceuticals, medical supplies, and mobile emergency equipment will be available.
5. Examination and treatment rooms for medical, dental, and mental health care will be large enough to accommodate the necessary equipment and fixtures and to permit privacy for the inmate.
6. The types of equipment, supplies, and materials for examination and treatment depend upon the level of health care provided in the facility and the capabilities of the medical providers. Basic items include, but are not limited to:
  - a. Hand washing facilities;
  - b. Examination table(s);
  - c. A light capable of providing directed illumination;
  - d. Scale(s);
  - e. Thermometers;
  - f. Blood pressure cuffs;
  - g. Stethoscope;
  - h. Ophthalmoscope;
  - i. Otoscope;
  - j. Transportation equipment (e.g., wheelchair, stretcher); and
  - k. Equipment for pelvic examinations (female designated facilities).

B. Physical Plant

The CHSA and facility head will ensure that the health services unit:

1. Meets fire and safety standards as set forth in the "Weekly Fire and Safety Inspections," as defined in [OP-130107](#) entitled "Standards for Inspections";

2. Is secured from inmates except as controlled by security and health service staff;
3. Provides inmate privacy;
4. Is maintained (e.g., painted, cleaned, waxed, etc.) and repaired as needed;
6. Provides seats in the waiting area and access to drinking water and toilets when inmates are in waiting areas for extended periods of time; and
5. Has adequate space for administrative use, direct care, professional and clerical staff, conference area, secure storage of health records, a waiting area/lobby and toilet facilities. (4-4426)

C. Ordering of Supplies and Equipment

1. Medical and dental supplies will be obtained in accordance with all applicable purchasing laws, rules, and regulations. Inventory of all supplies will be reviewed before ordering. Inventory should be kept at a minimum according to usage.
2. Office furniture, equipment, supplies, and building maintenance will be requisitioned by the CHSA.

D. Security Guidelines

1. Medical staff will make reasonable efforts to support other staff in maintaining the security of the facility to which they are assigned. All staff will adhere to agency policies, procedures, rules and regulations of ODOC and its facilities.
2. Medical staff may request a correctional officer to be present during an inmate examination if additional security is warranted.
3. The facility's chief of security may require the presence of a correctional officer during an examination if deemed necessary for security reasons. A correctional officer may be assigned by the chief of security to the health services area if a situation warrants additional security.
4. Security coverage/measures will be arranged between the CHSA, the facility head and the facility chief of security. The CHSA will ensure medical staff maintains a log of traffic through the health services unit, to account for and control the number of inmates in the health services unit.

## II. References

Policy Statement No. P-140100 entitled "Offender Medical, Mental Health and Dental Care"

OP-040107 entitled "Tool Control Standards"

OP-120801 entitled "Property Inventory Control"

OP-130107 entitled "Standards for Inspections"

OP-140132 entitled "Laboratory, Radiology, and Optometric Services"

## III. Action

The chief medical officer is responsible for compliance with this procedure.

The division manager of Health Services is responsible for the annual review and revisions.

Any exceptions to this procedure require prior written approval from the director.

This procedure will be effective as indicated.

Replaced: Operations Memorandum No. OP-140112 entitled "Security and Maintenance of the Health Services Unit's Equipment and Supplies" dated July 23, 2014

Distribution: Policy and Operations Manual  
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Decontamination Handbook for Bloodborne Pathogens”

[OP-140125](#)