

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-C-03**

**SUBJECT:** PROFESSIONAL DEVELOPMENT

**POLICY:** Health Services employees are responsible jointly with their supervisor for participating in annual continuing education or staff development appropriate to their job responsibilities.

**REFERENCE:** NCCHC Standard P-C-03  
NCCHC Standard MH-C-03  
DOC Policy 20.7, Employee Training and Development

**PROCEDURE:**

- A. Employees, who work full time, or 40 hours per week, are required to complete, at a minimum of 12 hours of Health Services training annually, appropriate to their position. Hours for part time employees are required to complete the number of pro-rated hours based on average number of hours worked per week. All direct care staff, who work independently with inmates, will have current CPR certification by an approved body.
- B. Each health services employee is responsible for providing documentation for attending continuing education or in-service as scheduled by their supervisor and submitting information necessary for completion of the training record to the employee's supervisor. The Health Services training record is maintained for accreditation in the I-Learn system in collaboration with Health Services Training Section.

Effective Date: \_\_\_\_\_  
Review date: August 2014  
Supersedes P&P dated: October 2013