

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-C-09.2**

SUBJECT: DEPARTMENT AND CLINICAL SITE ORIENTATION FOR STUDENTS AND INTERNS

POLICY: Health care professions students and interns are visitors to whom certain privileges and courtesies have been extended. All Health Services interns and students will complete a pre-service orientation program as determined by the Health Services Section and by Oregon Department of Corrections policy prior to initial assignment at any ODOC facility. That program will, at a minimum, provide an introduction to Institutional Security, Department Policy and the Health Care program. This orientation program provides personnel with a basic understanding of the department's expectations for the maintenance of security, conduct of personnel, roles and responsibilities, the department's mission, rules, policies, regulatory requirements and procedures.

REFERENCE: NCCHC Standard P-C-09  
DOC Policy 20.7.2, Orientation Programs  
Student-Volunteer Orientation PowerPoint Presentation

PROCEDURE:

- A. Contracts between Oregon Department of Corrections and the educational institution will be completed and in place prior to students coming on-site for clinical rotations and/or externships.
- B. Orientation to include:
  - 1. Oregon Accountability Model
  - 2. Dress code
  - 3. Code of ethics
  - 4. Code of conduct
  - 5. Confidentiality and HIPPA
  - 6. Professional boundaries
  - 7. Security requirements and regulations
  - 8. LEDS checks
  - 9. Identification cards/Visitor cards and Entry Procedures
  - 10. Assessments
  - 11. Sick call triage
  - 12. Emergency Triage and Management

## Department and Clinical Site Orientation for Students and Interns

13. Resource Utilization outside the facility
14. Procedure for release of information
15. Expected documentation practices
16. Isolation procedures
17. Student-Volunteer Orientation PowerPoint Presentation
18. PREA

### C. Orientation checklist:

1. A checklist of orientation topics is available (attachment A) for use as a record of orientation delivered.
2. Copies of the completed checklist may be given to the student and sent to the student's instructor if requested.

Effective date: \_\_\_\_\_

Review date: August 2014

Supersedes P&P dated: October 2013

Oregon Department of Corrections  
Health Services

Orientation Checklist for  
Students and Interns  
(Optional)

Orientation to Include:

- Oregon Accountability Model
- Dress Code
- Code of Ethics
- Code of Conduct
- Confidentiality and HIPPA
- Professional Boundaries
- Security Requirements and Regulations
- LEDS Checks
- Identification Cards / Visitor Cards and Entry Procedures
- Assessments
- Sick Call Triage
- Emergency Triage and Management
- Resource Utilization Outside the Facility
- Procedure for Release of Information
- Expected Documentation Practices
- Isolation Procedures
- Student-Volunteer Orientation PowerPoint Presentation
- PREA Training/PREA Acknowledgement Signed

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Staff Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date