



SCDC POLICY/PROCEDURE

NUMBER: HS-18.10

TITLE: SECURITY AND MAINTENANCE OF MEDICAL EQUIPMENT, INSTRUMENTS, AND SUPPLIES

ISSUE DATE: November 1, 2006

RESPONSIBLE AUTHORITY: DIRECTOR OF MEDICAL AND HEALTH SERVICES

OPERATIONS MANUAL: HEALTH SERVICES

SUPERSEDES: HS-18.10 (March 1, 2003)

RELEVANT SCDC FORMS/SUPPLIES: M-35, M-95, M-146, 19-29A

ACA/CAC STANDARDS: 4-ACRS-1A-04, 4-ACRS-2D-01, 4-ACRS-2D-02, 3-4188, 3-4312, 3-4333, 3-4340, 3-4341

SCDC MEDICAL DIRECTIVES: 100.A-26, 100.A-9, 300.E-4a

STATE/FEDERAL STATUTES: NONE

PURPOSE: To provide guidelines for the security and maintenance of medical equipment, instruments, and supplies.

POLICY STATEMENT: To promote safety and security, the Agency will require that all medical equipment and supplies are properly secured, receive regular maintenance, and are repaired/replaced as necessary and in compliance with applicable SCDC policies/procedures and American Correctional Association Standards. Inmates present in medical/dental areas for any reason will be constantly under the supervision of medical or operations personnel. To further promote safety and security, regular inventories of medical/dental equipment and supplies will be maintained. Disposable instruments will be discarded in accordance with applicable OSHA guidelines. (4-ACRS-1A-04, 4-ACRS-2D-01, 4-ACRS-2D-02, 3-4188, 3-4312, 3-4333, 3-4341)

SPECIFIC GUIDELINES: The Director for Medical and Health Services or designee will ensure that medical equipment and supplies are properly secured, receive regular maintenance, and are repaired or replaced as necessary, and that inventories are maintained. (3-4333)

1. EQUIPMENT PURCHASED FOR DIRECT INMATE CARE IN SCDC'S MEDICAL AREAS:

1.1 Each medical clinic will itemize all direct care equipment. New/replaced equipment must be added to or deleted from the list as appropriate.

1.2 Those items listed will be maintained as appropriate by the manufacturing representative, a service contractor in the community, or SCDC sources, as follows:

1.2.1 Annually or as recommended by the manufacturer for preventive maintenance (PM).

1.2.2 The last date of inspection will be affixed to the equipment.

1.3 Items requiring repair will be repaired prior to further use.

1.4 Items to be disposed of will be reported to the Health Services procurement office and disposed of according to SCDC Policy/Procedure ADM-16.10, "Surplus Property Disposal," and will be replaced as needed.

1.5 Receipts for PM checks/repairs done will be maintained for three (3) years.

1.6 Audits are conducted by the Division of Health Services. **(3-4333)**

2. MEDICAL, PHARMACEUTICAL, AND LABORATORY SUPPLIES AND MATERIALS:

2.1 Institutional clinics will order routine medical and laboratory supplies and pharmaceuticals from the SCDC Medical Supply Manager, laboratory, or pharmacy, using SCDC Supply M-35, "Medical/Laboratory Supply Order."

2.2 Non-disposable equipment will be used **only** when disposable equipment is not available. Whenever possible, only disposable equipment will be ordered.

2.3 Items that are not maintained in stock by the pharmacy, laboratory, or Health Services Supply Specialist must be approved for special order by the Director of Health Services/designee.

2.4 Items with expiration dates must be checked before each use and monthly to ensure current dates. Expired stock will be discarded as appropriate. Running inventories will be maintained.

3. MEDICAL INSTRUMENT CONTROL:

3.1 Inmates present in medical/dental areas for any reason will be constantly under the supervision of medical or operations personnel. At no time will an inmate be left unsupervised in a medical/dental area. **(3-4340)**

3.2 The HCA/dentist will be responsible for ensuring that:

3.2.1 All medical/dental instruments are stored and maintained in a secured location when not in use. (Sharps must be kept under lock and key when not in use.) The following will apply:

- During work hours when medical/dental staff is present, lockable cabinets and drawers may be unlocked for access to instruments and supplies by the medical/dental staff.
- During non-working hours or when medical/dental staff is not present, lockable cabinets and drawers will be locked. The key will be kept by medical/dental personnel.

3.2.2 Medical/dental instruments are issued to or used only by authorized personnel who are required to possess them in the course of performing their duties.

3.2.3 Medical/dental instruments are handled in a safe manner to reduce the likelihood of employee injury.

3.2.4 Required inventories are conducted regularly on an established basis to ensure accountability. (See Procedure 4., below, for more information.) **(4-ACRS-2D-01, 4-ACRS-2D-02, 3-4188, 3-4341)**

3.3 Dental: Only instruments brought out from the lab/sterilization area for use on an inmate will be allowed in the dental operatory. After an inmate is dismissed from the clinic upon the completion of treatment, the dental assistant will account for all instruments and return them to the lab/sterilization area for preparation for sterilization.

4. MEDICAL INVENTORY COUNTS: Inventory counts will be documented on SCDC Supply M-95, "Validation That Control Drug/Item Count Is Correct," and M-146, "Medical/Dental Item Inventory." The following inventories will be completed:

4.1 Shift Counts:

4.1.1 Medical clinic shift counts will be conducted in medical clinics by the outgoing and oncoming nursing staff for work stock needles, syringes, and needle/syringe combinations; and

4.1.2 Dental clinic shift counts will be conducted in dental clinics by dental staff on all dental sharps and syringes.

4.2 Weekly Counts: Weekly counts will be conducted by dental staff on all dental hand instruments.

4.3 Monthly Counts: Monthly counts will be conducted by a medical staff member on all work stock of non-disposable medical/surgical instruments not included in shift counts and on all floor stock.

4.4 Running inventories will be maintained on all supplies containing alcohol and other supplies that may be desirable to inmates. **(4-ACRS-2D-01, 4-ACRS-2D-02, 3-4188, 3-4341)**

4.5 In the event of an incident in which the security of instruments in a medical area has been breached (examples would be during a riot or fight, or possibly during a medical emergency when multiple instruments are used), the medical staff will conduct a count of the instruments in the affected area after the incident has been resolved.

4.6 Any discrepancy in the count will be reported immediately to the HCA/designee. The following will apply:

4.6.1 The Warden/Duty Warden will be notified when there is a shortage of medical equipment, instruments, or supplies due to suspected loss or theft.

4.6.2 All shift personnel will stay on duty to investigate for possible usage of the missing item(s). The medical supervisor on duty will coordinate the immediate investigation and decide at what point to proceed to step 4.6.3 below.

4.6.3 If the immediate investigation does not reconcile the count, SCDC Form 19-29, "Incident Report," will be completed by the HCA/designee and forwarded to the Director of Nursing and the Warden within 24 hours of the incident.

4.7 Items over \$1,000.00 will be inventoried in accordance with SCDC Policy/Procedure ADM-15.15, "Moveable Fixed Assets." Records of all inventories/counts will be maintained by the HCA for three (3) years.

4.8 Employees will refer to the Agency's Infection Control Manual for proper handling and sterilization procedures.

5. DISPOSAL OF INSTRUMENTS:

5.1 All contaminated, disposable instruments/tools will be discarded in closable, puncture resistant, leak-proof, color-coded, red biohazard containers. These will be maintained in a secured area under lock and key.

5.2 Broken or unusable non-disposable instruments will be disposed of in an approved manner as mandated by OSHA guidelines. The inventory of instruments will be adjusted by the medical/dental staff to reflect such an action. **(4-ACRS-1A-04, 3-4312)**

6. DEFINITIONS:

Direct Care Equipment for the purposes of this policy/procedure refers to equipment maintained in the clinic/infirmarary area which requires periodic maintenance, (e.g., EKG machines, electronic thermometer, etc.).

Director of Nursing refers to the Health Services employee responsible for direct supervision of assigned institutional clinics.

Floor Stock refers to large quantities of medical supplies/equipment maintained in central storage location within a clinic. Quantities are usually adequate to meet clinic needs for at least one month. For the purposes of this policy/procedure, this refers only to syringes, needles, scalpels, and disposable and non-disposable surgical/dental instruments.

Health Care Authority refers to the individual with authority and responsibility for arranging all levels of inmate health care at the institutional level, including Health Services employee management, pursuant to a written job description.

Infection Control Manual refers to a manual of current infection control standards and procedures developed by a multi-disciplinary Infection Control Committee from Health Services. The Infection Control Committee will review the Infection Control Manual annually and will issue revisions as needed.

Non-Disposable Instruments refer to those medical instruments that are not discarded after single use (Examples: dental hand instruments, bandage scissors, hemostats).

Sharps refer to any medical instruments that have sharp edges or piercing points or broken glass/equipment that could cut or tear. (Examples: Needles, needle-syringe combinations, venipuncture needles, cutting blades, dental probes, scissors with pointed tips, hemostats).

Work Stock refers to limited numbers of specific supplies/equipment kept at the work site where actually used.

Jon E. Ozmint, Director

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