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Inmate Assistants	ACA Standards: 4-4393		
Joe m. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Inmate Assistants

Inmates are restricted from access to the health services area except when receiving health care or performing maintenance/housekeeping tasks under direct supervision by health care staff. Appropriately trained inmate assistants may be assigned to work in a health services clinic, infirmary or designated housing units as determined by the health authority, security personnel and the unit team committee and in accordance with [OP-030103](#) entitled “Offender Job and Program Assignments.”

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. Use of Inmate Assistants (4-4393)

A. Inmate assistants, under direct supervision by health care staff, may perform familial duties commensurate with their level of training as outlined in the Medical Services Resource Manual, MSRM-140146-01 entitled “Offender Palliative Care Volunteer Training.” These duties may include the following:

1. Peer support and education; (b #1)
2. Palliative care activities; (b #2)
3. Assisting impaired inmates on a one-on-one basis with activities of daily living; (b #3) and
4. Serving as a suicide companion or observer if qualified and trained through a formal program that is part of a suicide prevention plan. (b #4)

B. Restricted Duties (4-4393)

Inmate assistants will be under direct supervision by health care staff in a health services area. Inmate assistants will be prohibited from the following:

1. Performing direct inmate care services that are provided only by a Qualified Health Care Professional (QHCP); (b #5)

2. Scheduling health care appointments; (b #6)
3. Determining access of other inmates to health care services; (b #7)
4. Handling or having access to surgical instruments, syringes, needles, medications, or health records; (b #8)
5. Operating diagnostic or therapeutic equipment; (b #9)
6. Cleaning specialized medical equipment (i.e., autoclaves and other sterilization equipment); and
7. Other areas as designated by the correctional health services administrator (CHSA).

C. Inmate Assistants Job Descriptions

1. Prior to providing any care/services, all inmates assigned to a medical unit or designated/special housing unit for patient care will complete the "Inmate Assistant Training Curriculum," in accordance with MSRM 140146.01, Attachment B. Upon completion of the inmate assistant training, the inmate will sign and date the confidentiality agreement; acknowledging the receipt and understanding of training and abiding to the confidentiality of patient information. This form will be forwarded to the facility's classification coordinator and a copy will be placed into the inmate's field file. This form will serve as the job description for the assigned inmate.
2. Inmates assigned to medical units/housing for the purpose of janitorial services will comply with the job descriptions as those assigned as inmate housing orderlies, ensuring completion of training in blood borne pathogen and hazardous materials (caustic, toxics, etc.) prior to assuming any duties/responsibilities. A copy of the signed job description will be forwarded to the facility's classification coordinator.

II. References

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

OP-030103 entitled "Offender Job and Program Assignments"

MSRM 140146-01 entitled "Offender Palliative Care Volunteer Training"

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 will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-140103 entitled "Offender Assistants" dated September 4, 2014

Distribution: Policy and Operations Manual
Agency Website