



Ambulatory Clinic Policy and Procedure

Title: INMATE MANAGEMENT PLAN	Policy Number: EP 6.5
Regulation: Joint Commission Reference:	Effective Date: 9/2016

Policy Statement:

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to establish guidelines and provide support when dealing with inmate/prisoner patients.

Scope and Distribution:

This policy applies and will be distributed to all Texas Tech Physicians of El Paso clinics.

Procedure:

1. **General Guidelines for Inmate Management.** See 6.5 A, Suggestions for Dealing with Inmate/Prisoner Patients. All inmates must be:
 - a. Escorted by a trained or certified correctional officer (“officer”) representing the sending facility. At least one (1) officer should be of the same gender as the inmate/resident. The inmate/resident will not be unattended at any time. The ratio of officers to inmates/residents should always be a minimum of 1:1.
 - b. Restrained with handcuffs and shackles at all times. If removal is absolutely necessary to provide effective care, the attending physician and officer must agree on condition(s) of and reason(s) for removal. Restraints should be reapplied as soon as possible.
 - c. Dressed in appropriate correctional facility attire. The attire should be clearly labeled with the name of the sending facility. Attire resembling hospital/nursing scrubs is prohibited.
 - d. Transported back to correctional facility prior to scheduling any follow-up appointments or filling any prescriptions at a pharmacy located in the clinic facility. Follow-up appointments must be made after the inmate/resident has returned to the correctional facility. Any lab slips or order for diagnostic procedures should be placed in a sealed envelope and given to the officers.
 - e. TTPD shall maintain records of inmate visits using 6.5 B, Inmate Management Log.

2. **Availability of Services in Clinic.** Special services not available in clinic must be scheduled by the sending facility at a later date with a provider of their choice. If physician orders are urgent:
 - a. Lab – Referrals will be made to the appropriate lab.
 - b. Radiology – Inmate and officer will enter Radiology through the Emergency Department of the affiliated hospital and follow the hospital’s protocol for inmate management.
 - c. Whenever possible and in keeping with safe medical practice, ongoing care and follow-up of inmates will be referred back to the corrections facility healthcare provider.

3. **Specific Guidelines for Staff.** Clinic personnel will assist the officers in maintaining the security of prisoners by:
 - a. Expediting the care of the prisoner. Every attempt should be made to schedule prisoners before or after other clinic patients. Prisoner patients will be taken to an exam room upon arrival.
 - b. Isolating the prisoner(s) from other patients in a separate waiting area when possible, if unable to take directly to an exam room. Prisoners and officers will ride elevators without



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staff, patients, or visitors. Staff will ask visitors/patients to please wait with the staff for the next available elevator.

- c. Do not give anything to the prisoner. Any item needed by the prisoner will only be given to the officer. Do not leave any items available for prisoners to acquire.
- d. Do not grant privileges to prisoners, i.e., use of telephones, visitors, talking with staff or others.
- e. Do not engage in conversation with or near prisoners. (For more information see 6.5 A, Suggestions for Dealing with Inmate/Prisoner Patients).

- 4. **Designated Parking and Entry to Building/Clinic.** Reserved parking for correctional facility vehicles will be provided at each location. At no time should correctional facility vehicles park in designated patient/visitor parking. Inmates will utilize a back or side entrance into the clinic. At no time should an inmate use the main entrance or lobby of a clinic. Specific instructions are provided in 6.5 C, Instructions for Inmate Appointments.
- 5. **Notification of Arrival:** Upon arrival to location of appointment, escort or officer must notify the clinic of arrival.
- 6. **Informed Consent:** Informed consent should be obtained from the prisoner for all care and treatment.
- 7. **Policy Enforcement:** Non-compliance with this policy should be documented on 6.5 D, Inmate Management Plan Policy Violation and forwarded to the Office of Clinical Affairs. The administration of the sending facility will be contacted and notified of the violation and updated on the proper procedures. Repeated violations or disregard of this policy could result in facility being terminated from care at all Texas Tech Physicians of El Paso clinics.

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