

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction  
Division Of Prisons

SECTION: Administrative – Facilities

POLICY # AD VII-1

SUBJECT: Facilities, Equipment & Supplies

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EFFECTIVE DATE: April 2011

SUPERCEDES DATE: April 2009

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## PURPOSE

To provide guidelines on space and medical equipment and supplies needed to meet the patient's medical needs.

## POLICY

The health care facility shall consist of sufficient space, with appropriate equipment and supplies to effectively and efficiently provide health care services. The Director of Nursing and Director of Dental Services for the Division of Prisons will:

1. Establish par lists based on the acuity of a facility.
2. Identify products, manufacturers, and vendors of the equipment to be purchased in accordance with State Purchasing and Contracts policies and procedures
3. Make available through Nursing Services website an official medical equipment spreadsheet. This will be distributed to facility Nurse Managers, Central Supply employees and other applicable staff.
4. Remind facilities to maintain only the type and quantities of medical supplies needed in order to meet their patients' needs.

The Division of Prisons Central Pharmacy warehouse will maintain certain supply items. DOP Pharmacy Warehouse will inform Nursing Management of changes in products available in the warehouse.

### **I. Medical Equipment and Space**

- A. The facility head of each facility shall allocate sufficient space for the delivery of health care. The basic minimum space needs of a health care services operation are an examination room(s), medication preparation/storage area and general office area depending on the maximum operating capacity, assigned patient acuity and the type of services provided at the facility such as physical therapy, specialty clinics, etc.
- B. Adequate equipment, supplies and materials shall be provided as determined by the established par list for the acuity level of the facility. The nurse manager is responsible and accountable for insuring that par levels of medical equipment are maintained in accordance to the par list through inventory monitoring and control. There should be a Standard Operational Procedure addressing how inventory will be monitored and controlled, which includes checking inventory at least weekly and replenishing items upon use.
- C. The examination and treatment area for medical and dental care will be of sufficient size to allow for a comfortable/efficient work environment. One (1) patient examination area with voice and treatment confidentiality per two hundred population is recommended. These room(s) shall be equipped with the necessary supplies, equipment and materials for the delivery of care. A sink with running water must be in or within close proximity to the treatment area.
- D. Adequate, accessible, and secure space is necessary for the storage of pharmaceuticals, medical supplies, emergency equipment and medical records.
- E. Adequate office space shall be provided for maintenance and preparation of administrative files. Medical records clerical staff shall have office space available for them to perform their duties.
- F. Space permitting, private interviewing will be available for patient counseling, teaching or mental health clinic.
- G. Medical Records will be stored in lockable file cabinets or lockable space, secured from inmate access, and readily accessible to the treatment area(s).

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- H. Health care equipment will periodically be checked for proper function. Equipment will be secured from inmate tampering or misuse.
- I. Shelving, counters, and storage cabinets will be installed as necessary for optimal work space function and efficiency. Cabinets will have locking capability.
- J. Copies of the DOC Health Care Procedures and the DOC UR/QM Manuals must be readily available to all health care providers. Basic reference guides (i.e. Drug Reference Book, Medical Dictionary, & Merck Manual) will be available in the health site. Other reference guides shall be provided as deemed appropriate by Nurse Manager in consultation with the Assistant Director of Nursing.

## **II. Nursing Office Equipment**

- Desk/Chair/Side Chair
- Computer Work Station
- Computer, applicable software and printer
- Bookcase
- Rolodex File
- File Cabinet(s) w/ Lock
- Paper Shredder
- Telephone
- Tape & Dispenser
- Stapler/Staples/Dictaphone

## **III. Medical Records Equipment**

- Bookcase or Shelves
- Calculator
- Computer Disk File
- Computer, software and printer
- Computer Work Station
- Copy Machine (Minimum 1 per health site)
- Desk/Chair/ Side Chair
- Fax Machine (Minimum 1 per health site)
- File Cabinets w/ lock
- Paper Shredder
- Rolodex File
- Stapler/Staples
- Tape & Dispenser
- Telephone
- Two & Three Hole Punch

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## **IV. Reference Books**

### **A. Required**

1. DOC Health Care Manual (hard copy available 24 hours/7 days a week)
2. DOC UR Manual
3. NCDOC Policy & Procedure Manual [Red Book] (hard copy available 24 hours/7 days a week)
4. NCDOP Drug Formulary
5. Control Communicable Diseases in Man
6. Lippincott Manual of Nursing Practice (ordered by Central Nursing Office)
7. Merck Manual
8. Patient Care Guidelines for Family Nurse Practitioners
9. Webster's Dictionary
10. Taber's Medical Dictionary
11. Lippincott's Nursing Drug Guide (ordered by Central Nursing Office)
12. ICD-9 and CPT Code manuals (ordered by Health Services Director's Office)
13. OPUS manual

### **B. Preferred**

1. A Guide to Physical Examination & History Taking --Barbara Bates
2. Principles of Ambulatory Medicine -- Barker, Burton, and Zierre
3. Common Symptom Guide
4. Clinical Laboratory Tests
5. Professional Guide to Diseases
6. Drugs and Nursing Implications
7. Diet Manual
8. Emergency Care Manual
9. Anatomy & Physiology

\*Reference books should be re-ordered as new editions are published.

Monthly nursing/medical journals are recommended. Other reference guides as deemed appropriate by Health Services may also be included.

## **PROCEDURE**

## **V. ACQUISITION OF EQUIPMENT**

- A. Approval or denial of the purchase of medical equipment is the responsibility of the Director of Health Services. To request medical equipment, form DC-704 "Requisition/702 Purchase Request Worksheet" must be completed and submitted to the Regional or Facility Health Treatment Administrator (HTA). The HTA will insure the request is in accordance with the facility's par list and is an approved item on the official medical equipment spreadsheet. Upon approval, the HTA will forward the request to the Director of Health Services for approval. Upon approval, the facility and the Health Services Director of Operations will be notified.
- B. After notification is received by the facility, orders should then be entered into the E-Procurement Service system at the facility by the appropriate staff. Requests for medical equipment should be assigned to the medical budget code. The Health Services Director of Operations will approve the item in E-Procurement upon receiving it in his/her queue.

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- C. Requesting equipment for the medical unit or dental clinic not on the official Medical Equipment spreadsheet or the Par List must be approved by the Director of Nursing or the Director of Dental Services, respectively prior to any requests for procurement being made.

## **VI. ACQUISITION OF SUPPLIES**

Central Pharmacy Warehouse stocks the basic supplies necessary for health care delivery. A Central Pharmacy Medical Warehouse item and price list is available from NC/XPTR Reporting System in the report "CORCOS PHAR MEDICAL WHSE PRICE LIST". It provides a comprehensive listing of all stocked items with catalog numbers and current average price. Facilities requisition these supplies through computer based NCAS usage orders. Specialized medical supplies or pharmaceutical devices may be obtained from-DOP Central Pharmacy. Inquire about availability before using other sources. Health care supplies not listed in the pharmacy medical warehouse list or available from DOP Central Pharmacy may be requisitioned through established Purchasing Department channels. Urgent/immediate health care supply needs may be purchased locally utilizing local purchase authorization guidelines.



4/15/11

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Paula Y. Smith, M.D., Director of Health Services

Date

SOR: Director of Nursing  
Director of Pharmacy  
Director of Dental Services