



Ambulatory Clinic Policy and Procedure

Title: INMATE MANAGEMENT PLAN	Policy Number: EP 6.5
Regulation Reference: The Joint Commission	Effective Date: 04/2023

Policy Statement:

It is the policy of the Texas Tech Physicians of El Paso (TT-EP) to establish guidelines and provide support when dealing with inmate/prisoner patients.

Scope and Distribution:

This policy applies to all locations of the Texas Tech Physicians of El Paso clinics.

Procedure:

- General Guidelines for Inmate Management.** See 6.5 A, Suggestions for Dealing with Inmate/Prisoner Patients.

All inmates must be:

- 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.
- Restrained with handcuffs **and/or** shackles at all times. If removal is 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.
- 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.
- Transported back to correctional facility prior to scheduling any follow-up appointments or filling any prescriptions. Follow-up appointments must be made after the inmate 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.
- Texas Tech University Health Science Center El Paso Police Department (TTUHSC EP EPPD) shall maintain records of inmate visits using 6.5 B, Inmate Management Log.



- Availability of Services in Clinic.** Special services not available in clinic must be scheduled by the sending facility with a provider of their choice.

3. Specific Guidelines for Staff.

- Expedite the care of the prisoner. Every attempt should be made to schedule prisoners before or after other clinic patients. Inmates will be taken to an exam room upon arrival.
- Isolate the Inmate from other patients in a separate waiting area when possible, if unable to take directly to an exam room. Inmates Prisoners and officers will ride elevators without 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 Inmate. Any item needed by the prisoner Inmate will only be given to the officer. Do not leave any items available for Inmates to acquire.
 - d. Do not grant privileges to Inmates, i.e., use of computer or IPAD , telephones, visitors, talking with staff or others.
 - e. Do not engage in conversation with or near Inmate. (For more information, see 6.5 A, Suggestions for Dealing with Inmate).
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, officer must notify the clinic of arrival.
 6. **Informed Consent:** Informed consent should be obtained from the Inmate for all care and treatment.
 7. **Policy Enforcement:** Non-compliance with this policy should be documented on attachment 6.5-C, Inmate Management Plan Policy Violation and forwarded to the TTUHSC EP EPPD. 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 the facility being terminated from care at clinics designated for inmate patient care at Texas Tech Physicians of El Paso.

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