


Standard Operating Policy & Procedure		
A-011	Education of Forensic Staff	
Scope: Medical Campus		
Effective Date: 06/21/1999		Supersedes Policy: N/A
Review/ Revision Date(s): 11/29/2004, 08/07/2008, 12/10/2010, 08/15/2011		
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	UNIVERSITY OF MIAMI MILLER SCHOOL of MEDICINE	Security Department 1051 NW 14th Street, Suite 145 Miami, FL 33136 (305) 243-7233

Purpose

To educate Forensic Staff so that they may function effectively and safely in the hospital environment.

Policy

Forensic Staff members will be educated on University of Miami Medical Campus procedures relating to patient interaction, emergency procedures, handling of unusual events, communication, and restraint and seclusion policies.

Procedures

- 1.0 Forensic Staff is defined as any non-hospital personnel guarding patients. This includes any law enforcement officer, correctional officer and guards responding with patients (inmates), who are in custody, to any University of Miami Medical Campus facility.
 - 1.1 Administrative restraints must be used at all times by Forensic Staff.
 - 1.1.1 Administrative restraints are used by Forensic Staff when transporting patient inmates. Clinical restraints are used by medical staff to protect a patient when other less restrictive alternatives don't work.
 - 1.1.2 At no time will Forensic Staff leave a patient inmate unattended.
 - 1.1.3 Forensic Staff must be awake and alert at all times and have the patient inmate in their field of view either directly or by window.

- 2.0 Upon patient registration, the registration personnel shall notify the Department of Security of the presence of a patient inmate in custody and accompanied by Forensic Staff.
 - 2.1 Security will be dispatched to meet the Forensic Staff and patient inmate in order to escort them to a room.
 - 2.1.1 The patient inmate will be treated with respect like any other patient. The exceptions are that patient inmates are not allowed to interact with other patients and visitors.
 - 2.1.2 Patient inmates are restricted to their room except when being transported to other areas for testing and/or procedures that cannot be administered in the room.
 - 2.1.3 Transportation within the hospital facility will be via wheelchair or stretcher by Transportation Services.
 - 2.1.4 Forensic Staff must accompany the patient inmate at all times and keep the patient under Administrative Restraint.
 - 2.1.5 For increased security measures and to reduce the interaction with other patients and visitors, patient inmates will be given priority
 - 2.2 The Forensic Staff will be given a Forensic Staff Orientation form and the Security Officer will instruct the Forensic Staff member on each of the items paying particular attention to emergency exits, fire safety information and contact numbers for security and nursing.
 - 2.3 The Security Officer will introduce the Forensic Staff member to the charge nurse who will instruct them on pertinent care items and protocols.
- 3.0 As soon as conveniently possible to do, the hospital will make arrangements to transfer the patient inmate back to the facility from which they were incarcerated in the care of Forensic Staff.
 - 3.1 Written discharge instructions will be provided to the escorting Forensic Staff to ensure continuum of care and will include written instructions for follow-up care.
- 4.0 Forensic Staff Orientation Forms (A-011A) are available to all forensic staff.