

CCHP

Study Guide and Candidate Handbook

Certified Correctional Health Professional:
The premier national certification program for
professionals in correctional health care



Sponsored by the
National Commission on
Correctional Health Care

Spring 2009

Certification for Correctional Health Professionals

Becoming a CCHP

Becoming a Certified Correctional Health Professional (CCHP) is the next step in your professional advancement. It is a step toward increased knowledge, greater professional recognition, and identification as a leader in the complex and ever-changing field of correctional health care.

The rewards of a career in correctional health care are many: experience with a wide variety of patients, playing an important role in community public health, and working with other dedicated professionals, to name just a few! But, as you know, health professionals working in correctional settings also face unique challenges: working within strict security regulations, dealing with crowded facilities, understanding the complex legal and public health considerations of providing care to incarcerated populations, and more. Achieving professional certification is the surest way to prove to yourself and to others that you have the tools to meet these challenges.

The CCHP designation identifies you as one who has demonstrated mastery of national standards and the knowledge expected of leaders working in correctional health care.

What Is CCHP Certification?

CCHP certification is a credentialing process by which the CCHP Board of Trustees, under the auspices of the National Commission on Correctional Health Care, grants recognition to individuals who have met predetermined qualifications. Certification is distinct from licensure, membership, and accreditation.

The Certified Correctional Health Professional program is governed by the CCHP Board of Trustees, comprised of ten correctional health care experts from a variety of health professions. Three of the trustees are CCHPs who are elected by their peers; the others are appointed from the correctional health care field.

Eligibility

Professionals from many different disciplines and work settings have earned the CCHP designation. All correctional health professionals are eligible and encouraged to apply for certification.

Candidates must be of good character and professional reputation, have no legal or ethical impediment to providing service in the correctional health care field, and have credentials that are free of any restriction that would limit their professional practice solely to the correctional setting.

Candidacy

As soon as the application, supporting materials, and examination fee have been received and approved, applicants will receive acknowledgment of their candidacy to take the CCHP examination. Incomplete applications will be kept on file for six months, after which time persons seeking certification will need to submit a new application and fees. A candidate has up to one year from the application approval date to take the examination.

Deferment and Cancellation Policies

Candidates may defer taking the exam up to one year from the application approval date. A written request, received at least ten business days prior to the examination date, is required.

To cancel the application, submit a written cancellation request in writing at least ten business days prior to the examination date. The examination fee will be refunded less a \$65 processing fee.

All questions and correspondence regarding the program should be directed to:

CCHP Program
1145 W. Diversey Parkway, Chicago, IL 60614
Phone: (773) 880-1460 x 277
Email: cchp@ncchc.org
www.ncchc.org/cchp

Important Information About the Examination

Exam Dates and Locations

Examinations are offered at various dates and locations throughout the year. An examination is offered at the major annual NCCHC spring and fall conferences, Updates in Correctional Health Care and the National Conference on Correctional Health Care. In between the conference dates, the examination is offered at regional locations across the country where there is a qualified CCHP candidate and a qualified proctor.

We will try to make reasonable accommodations for those candidates who are farther than a three-hour driving distance from a test center. Candidates may request a different test center if a written request is received at least 90 days prior to the examination date. For the most current list of test centers and dates as well as other information, please contact us or visit our Web site at www.ncchc.org/cchp.

Exam Registration and Admission

Candidates are required to submit an exam registration form confirming the date and location where they wish to take the exam. Because many of the CCHP test centers are within correctional facilities, candidates who are not taking the examination during an NCCHC conference will need to provide additional personal information to gain access to the test centers. This information will be kept secure and will be used for no other purpose.

Approximately two weeks prior to the scheduled examination, candidates will receive an admission notice indicating the address of the test site. The admission notice as well as a valid state photo ID or drivers license is required to gain admission to the examination.

Rules for the Exam

- ▶ Report to the exam site as instructed on the admission notice. Candidates arriving late may be admitted to the exam, but will not be permitted additional time to complete the exam.
- ▶ Bring several sharpened Number 2 pencils with erasers to the test center.
- ▶ No pagers, cell phones, alarms, or similar devices may be operative during the exam. Any person using such devices will be dismissed from the test center and disqualified from the examination. Personal digital assistants (PDAs) or other handheld computers also are prohibited.
- ▶ No books, reference materials, or study aids of any sort are allowed in the exam room.

ADA Compliance

The CCHP Board of Trustees makes every effort to ensure that test centers are in compliance with the Americans with Disabilities Act. If you require special accommodations, please submit a written request at least 90 days before the examination date.

Exam Scoring and Reporting of Results

Examination questions, answers, and grading guidelines are developed by the CCHP Board of Trustees. There is no penalty for incorrect answers; it is to the candidate's advantage to answer each item even when uncertain of the correct response. The candidate should choose the single best answer to each item. No credit is given for items for which more than one response is selected.

The tests are graded electronically. Candidates will receive the results of their examination in writing within eight weeks of the examination. Individual test scores will be released only to the candidate. A list of passing candidates is published in *CORRECTCARE*. No reference is made to candidates who defer taking the examination or do not attain a passing score.

Reexamination

Candidates who do not attain a passing score on their first attempt may retake the exam two additional times within two years of the application approval date. The reexamination fee is \$45.

Preparing to Take the Examination

This study guide is designed to familiarize candidates with the content areas covered on the examination. It provides a detailed overview of knowledge areas as well as a list of study points (referred to as the content outline). This study guide does not contain the study materials but instead is a resource to help guide your studies. Sample questions are available on the NCCHC Web site (www.ncchc.org).

Study Materials

The information covered on the examination is based on the following publications:

- ▶ *Standards for Health Services in Prisons, 2008*
- ▶ *Standards for Health Services in Jails, 2008*
- ▶ *Standards for Health Services in Juvenile Detention and Confinement Facilities, 2004*
- ▶ *Correctional Health Care: Guidelines for the Management of an Adequate Delivery System, 2001*

It is strongly recommended that you obtain these materials in order to improve examination performance. If you do not wish to purchase the materials, check with your employer, colleagues, or local library to see if they have any of the materials available. Many CCHP candidates study together and purchase a single set of study materials to share.

Although the difference between prison and jail health care delivery is significant, there is much overlap in the current editions of the jail and prison standards, so you might consider purchasing only one of these publications. All of the study materials are available from NCCHC and may be purchased individually or as a set. Several reference sets are available at discounted prices. Refer to the latest NCCHC publications catalog or the NCCHC Web site.

Tips

Do base your answers on

- ▶ national trends
- ▶ national standards of care
- ▶ the assumption you are the responsible health authority or have the power to act

Do not base your answers on local practice

CCHP Examination

Purpose

The purpose of the CCHP examination is to measure a candidate's knowledge, understanding, and application of national standards and guidelines essential to the delivery of appropriate health care, the basic legal principles for practicing within a correctional health care system, the ethical obligations of correctional health care professionals, and the role of health care professionals in delivering health care in the correctional environment. The examination is not intended to measure clinical competency. Some of the questions are geared toward specific correctional settings (e.g., jail, prison, juvenile); others are more general in nature.

Content

The CCHP examination is a proctored, written examination composed of 80 to 100 multiple-choice, objective questions. Candidates are allowed two hours to complete the examination. The questions are written by experienced correctional health professionals who have attained CCHP certification. They are reviewed for construction, accuracy, and appropriateness by the CCHP Board of Trustees.

The content of the examination is described in the content outline, which begins on the next page. The eight major content areas are weighted (reflected in percentages in the content outline) according to the established test plan.

www.ncchc.org/cchp

Content Outline

I. GOVERNANCE & ADMINISTRATION

12-18%

A. ROLES & RESPONSIBILITIES

1. Explain the principles and practices of medical autonomy in the correctional health care field.
2. Identify who is responsible for clinical decision-making, administrative decision-making, and management in correctional facilities.

B. ADMINISTRATIVE NEEDS

1. Describe and explain how health service activities should be reported and reviewed.
2. Define and differentiate correctional health care policies and procedures.
3. Examine the issues and problems relating to policies and procedures in correctional health care management.
4. Understand the administration of mental health services that are provided in a correctional setting.
5. Describe the essential elements of a facility's emergency response plan.
6. Assess a drill of the health care component of a facility's emergency response plan.
7. Explain why communication between facility administration and health staff is necessary regarding inmates' special needs.
8. Describe the essential steps to be taken in the event of serious illness, psychiatric emergency, injury, or death of an inmate.

C. QUALITY OF CARE

1. Identify the elements of a continuous quality improvement program.
2. Apply techniques of a continuous quality improvement program to improve health services delivery in a correctional facility.
3. Understand and apply the principles and practices of access to care, including the identification of barriers to inmates receiving health care.
4. Explain the principles and practices of privacy of care.
5. Explain how a grievance mechanism contributes to the effective administration of health services in the correctional setting.

II. HEALTH PROMOTION, DISEASE PREVENTION & ENVIRONMENTAL SAFETY

8-14%

A. SAFETY & SANITATION

1. Identify the essential elements in the general cleanliness, sanitation, fire, safety, and health hazards of the housing, common, and food service areas.
2. Explain the concepts and principles of hygienic food preparation and storage.

B. INFECTION CONTROL

1. Describe the principles and practices of an infection control program in a correctional facility.
2. Analyze policies and practices of an ectoparasite control for appropriateness and effectiveness.
3. Explain practices that would ensure appropriate isolation of inmates with communicable diseases.

C. HEALTH PROMOTION

1. Describe the principles and practices of health education and promotion in a correctional setting.
2. Discuss policies and procedures necessary to provide adequate nutritional and special diets to inmates.
3. Explain the requirements of an exercise program for inmates.
4. List personal hygiene requirements for inmates.
5. Explain the requirements and principles of a smoking abatement policy in a correctional facility.

III. PERSONNEL & TRAINING

8-14%

A. STAFFING

1. Describe the role and function of health care liaison.
2. Explain the principles and concepts of appropriate health care staffing levels.
3. Explain and defend the policy of prohibiting inmates from being utilized as health care workers.

B. TRAINING

1. List the elements of an initial orientation of new health staff to the medical and security aspects of providing health care in a correctional setting.
2. List the elements of an appropriate health-related training program for correctional officers.
3. Describe the concept and principle of a clinical performance enhancement program.
4. List the elements of a continuing education program for qualified health care professionals.
5. List the elements of a medication administration training program.

C. CREDENTIALING

1. Explain the importance of hiring health care personnel who are appropriately credentialed.

IV. HEALTH CARE SERVICES & SUPPORT

8-14%

A. PHARMACEUTICALS

1. Describe appropriate practices for managing pharmaceutical operations.
2. Understand the elements of a clinically appropriate medication services program.

B. DIAGNOSTICS AND SPECIALTY SERVICES

1. Describe the necessary agreements or other arrangements for a correctional health care clinic with respect to providing pharmaceutical, laboratory, and diagnostic services.
2. Identify the health care equipment, supplies, and publications that generally should be found in a correctional facility.

V. INMATE CARE AND TREATMENT

12-18%

A. INITIAL MANAGEMENT

1. Describe the scope, documentation, and scheduling of receiving/transfer screening in correctional settings.
2. Describe the scope, documentation, and scheduling of health assessments in correctional settings.
3. Describe the scope, documentation, and scheduling of the mental health evaluation in correctional settings.
4. Describe the scope, documentation, and scheduling of the dental evaluation in correctional settings.

B. ONGOING CARE & TREATMENT

1. List methods to ensure inmates receive information on how to access health care services.
2. Describe the principles and elements in providing the inmate population with nonemergency medical care with regard to requests, triage, level of care, sick call, and referral.
3. Describe policies and procedures that ensure appropriate emergency services for a correctional health facility.
4. List the elements needed to provide inpatient medical and psychiatric care.
5. Explain the requirements for health evaluation of inmates in any type or level of segregation.
6. Explain the principles, practice and utilization that relate to nursing assessment protocols.
7. Describe the relationship between access to care and patient escort.

C. CONTINUITY OF CARE

1. Describe practices that help to provide continuity of care for inmates during incarceration.
2. Describe policies and practices regarding discharge planning.

VI. SPECIAL NEEDS & SERVICES

12-18%

A. WOMEN'S HEALTH & FAMILY PLANNING

1. Explain the elements and principles of providing family planning to inmates.
2. Describe policies and practices regarding the health needs of pregnant inmates.

B. SPECIAL SERVICES

1. Explain the protocols for dealing with inmates who are intoxicated or in withdrawal at the time of admission.
2. Describe the policy and practices of detoxification and chemical dependency programs in a correctional facility.
3. Explain the policies and procedures that are required for maintaining an infirmary in a correctional facility.
4. Describe the policies and practices that would ensure the care, appropriate evaluation, and treatment of special needs patients in a correctional facility.
5. Describe the appropriate interventions for a victim of sexual assault.
6. Explain under what conditions orthoses and prostheses are provided to inmates.

VII. HEALTH INFORMATION MANAGEMENT

8-14%

A. HEALTH CARE RECORDS

1. Explain the principles governing health care records with regard to documentation, confidentiality, transfer and retention.
2. Discuss all aspects of the health record format and contents.
2. List the elements that should be included in the health record.
3. Describe appropriate guidelines for the transfer and retention of health records.

B. CONFIDENTIALITY & SHARING OF INFORMATION

1. Discuss and apply the principle of protecting the patient's right to confidentiality of personal health information.
2. Describe circumstances under which it is appropriate for health care personnel to have access to the patient's custody record.
3. Explain the importance of health services staff having access to the patient's health record.

VIII. MEDICAL-LEGAL ISSUES

8-14%

A. PATIENT RIGHTS

1. Describe the policies and practices in the appropriate use of clinically ordered medical restraint.
2. Describe the conditions under which emergency psychotropic medications may be used.
3. Describe and defend the concepts and principles that prohibit correctional health staff from collecting forensic information.
4. Describe circumstances in which correctional health staff may collect forensic information from inmates.
5. Explain the principle of informed consent.
6. Explain the principle of an inmate's right to refuse medical care.
7. Explain the policy and practice under which medical and/or behavioral research may be performed in a correctional facility.
8. Define and differentiate the concepts of deliberate indifference and medical malpractice.

B. PROVIDER RESPONSIBILITIES

1. Explain why a prisoner's own voluntary act of suicide may be the responsibility of the correctional administration.
2. Discuss and apply the legal principles that provide for an inmate's right to health care.
3. Identify the components of a constitutional health care system in corrections.
4. Recognize the ethical dilemmas presented in treating inmates.



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