

ACHF ORIENTATION & DAILY ROUTINE

ACHF - Aaqqiarvik Correctional Healing Facility

Staffing Chart

Warden – Monday to Friday 830-5

Deputy Warden of Security - Monday to Friday 830-5

Deputy Warden of Programs (Medical team supervisor) - Monday to Friday 830-5

Assistant Deputy Warden - Shift worker 0730-1930

Classification (Classifies the clients for appropriate placement) - Monday to Friday 830-5

Case Workers (Works with clients for individual needs/programs, etc) - Monday to Friday 830-5

A&D officers – Shift worker 0730-1930

Rec Officers - Shift worker 0730-1930

Nurse – 1 per shift 0830-2030

Medical Assistant - Monday to Friday 830-5

Mental Health - Monday to Friday 830-5

Elder Counsellor - Monday to Friday 830-5

IC – Shift supervisor – Shift worker 0530-1730

CO – Correctional officers – Shift worker 0630-1830

Town Crew Supervisor - Monday to Friday 830-5

Warehouse Manager - Monday to Friday 830-5

ICSP Officers – Programs in separate building - Monday to Friday 830-5

ACHF UNITS

1ST FLOOR

- Admin offices
- Gym
- Visiting room
- Control
- Nursing Office
- A&D
- Saimasarvik (Calm Unit) – behavioural placement area

Aniguliqtuq (Old Maki – Minimum security unit.

- Kitchen
- Case workers
- Staffing officer

2nd FLOOR

- Maki South – Medium security
- Maki North – Medium security
- Pigiavik North – Max unit, Currently isolation unit
- Pigiavik South – Max unit
- IC office

3rd FLOOR

- Ikajuqtauvik – Flex unit (Mental health or clients with placement issues)
- Mental Health Office

Nursing usual daily routine

Medication times 0830/1230/1630/2030

- Nurses generally arrive 0815
- Review Nurse hand over sheet
- Print count sheet. Y drive, corrections, ACHF, ACHF daily count sheets, select date, print letter formatting.
- Ready medication cart for medication delivery.
- Medication should be started promptly. Start at ACHF – Aniguiliqtuq. Starting point is an individual Nurse choice. Writer prefers to always start at ANI as runs more smoothly.
- Once medication complete – check emails, prepare for any releases, intakes or appts (Review calendar app on y drive.
- Medical folder – y drive. Corrections, medical file.
- Clients to be seen based on complaint. Always ensure clients fill out Nurse request forms to be seen except for emergencies only. This will allow proper triage and to plan day accordingly.
- Immunization fridge temperatures – check twice a day and record in Vaccine storage & Handling Forms binder
- Restock PPE equipment – Usually medical assistant responsibility but on weekends and after-hours nurses. Check stock outside of isolation unit, trolley in sally port and trolley at doffing station in A&D.
- Restock triage assessment room as needed.

Medical folder on Y drive

- Contains all approved policies, forms, wait lists, etc – No personal/confidential client information should be retained on this drive. Once lists are completed, for example physician day complete delete list, do not retain.
- No forms can be altered in any way.

Medical intake assessments

- All facility intakes occur at ACHF including YO and NWCC.
- Full PPE is required for all new intakes. All clients require COVID screening and covid swab prior to clearance to population.
- Partial intake assessments done at this time. Once moved to isolation nurses are to do full vitals with equipment stored in that unit. Consent forms, labs and TB screening to be done once cleared from isolation.
- Strict protocols of this unit are to be well known by the Nurs

