



Certified Correctional Health Professional – Registered Nurse

Candidate Handbook

CCHP Board of Trustees

1145 W Diversey Pkwy

Chicago, IL 60614

www.ncchc.org/chprn

Sponsored by the National Commission on Correctional Health Care

About CCHP-RN®

The Certified Correctional Health Professionals Board of Trustees (CCHPBT), with the assistance of a Task Force (TF) comprised of experts in the field, have developed the Certified Correctional Health Professional - Registered Nurse (CCHP-RN®) certification program. CCHP-RN is a credentialing process by which the CCHP Board of Trustees, under the auspices of the National Commission on Correctional Health Care (NCCHC), grants recognition to individuals who have met predetermined qualifications.

Nondiscrimination Policy

CCHPBT and NCCHC do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability, marital status, sexual orientation or veteran status.

Eligibility Requirements

The minimum eligibility requirements to apply for the CCHP-RN® examination include:

- Current CCHP certification
- Current, active RN license within a U.S. state or territory or the professional, legally recognized equivalent in another country, not restricted to corrections only
- Equivalent of 2 years full-time practice as a registered nurse
- 2,000 hours of practice in a correctional setting within the last 3 years
- 54 hours of continuing education in nursing, with 18 specific to correctional health care, within the last 3 years

All requirements must be completed prior to application for the examination.

Examination Administration

Examinations are offered at various dates and locations throughout the year. An examination is offered at the major annual NCCHC conferences. In between the conference dates, the examination is offered at regional locations across the country where there is a qualified candidate and a qualified proctor.

CCHPBT and NCCHC try to make reasonable accommodations for those candidates who are farther than a three-hour driving distance from a test center. Requests for test centers must be made at the time of application, and at least 90 days prior to the examination date. We do not guarantee the fulfillment of each test center request. For the most current list of test centers and dates as well as other information, visit our Web site at www.ncchc.org/cchprn.

Examination Fee

The CCHP-RN® examination fee is \$225 (includes a \$100 nonrefundable appraisal fee.) If it is determined that you do not meet the minimum application requirements or if you decide to cancel your application, \$125 of the examination fee will be refunded.

Withdrawal

Candidates who want to withdraw their eligibility are permitted to do so. Requests for withdrawal must be received by NCCHC at least ten business days prior to the completion of their eligibility period. Withdrawal will result in a partial refund of a candidate's Examination Fee, as specified on the Withdrawal Request Form. These forms are available at www.ncchc.org/cchprn or upon request by calling NCCHC. A new application and full examination fee are required if the candidate fails to schedule an examination with the 1-year eligibility period.

Cancelling or Rescheduling an Examination

A candidate who is unable to test as scheduled, for whatever reason, must contact NCCHC in writing (including fax or email) at least 10 business days prior to a scheduled examination. Candidates may reschedule the examination one time at no extra charge by submitting a new Examination Registration Form. Examination Registration Forms are due at NCCHC approximately 3 weeks before the examination date. These forms are available at www.nccch.org/cchprn or upon request by calling NCCHC. Candidates who reschedule the examination more than one time, must submit a \$45 reexamination fee.

Special Arrangements for Candidates with Disabilities

CCHPBT and NCCHC comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. CCHPBT and NCCHC recognize that at times a candidate may request special testing accommodations. Every attempt is made to address requests for testing accommodations based upon review of documented health needs. In all cases, requests for special accommodations and documentation of disability needs are required at the time of application and are included in this handbook. Call NCCHC at 773-880-1460 if you have any questions.

Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, NCCHC will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. Candidates may visit our Web site at www.ncchc.org/cchprn prior to the examination to determine if NCCHC has been advised that any examination sites are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled, all scheduled candidates will receive notification following the examination regarding rescheduling procedures.

Examination Registration

Candidates are required to submit an Examination Registration Form confirming the date and location where they wish to take the examination. 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.

Examination Information

The CCHP-RN® examination consists of 70-100 questions. You will be given two hours to complete the examination. 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. Various forms (versions) of the examination will be developed, but all will exactly match the specifications identified in the content outline.

Preparing to Take the Examination

The following content outline is designed to familiarize candidates with the content areas covered on the examination. Recommended reading materials to help you prepare for the exam include the following publications:

- Evidence-Based Nursing: The Research-Practice Connection, 2008
- Corrections Nursing: Scope and Standard of Practice, 2007*
- Clinical Practice in Correctional Medicine, 2nd Ed
- Correctional Health Care: Guidelines for the Management of an Adequate Delivery System, 2001*

*These publications are available for purchase at NCCHC.

CERTIFIED CORRECTIONAL HEALTH PROFESSIONAL – REGISTERED NURSE CONTENT OUTLINE

I. Clinical Management of Inmate-patients (45-50%)

- A. Screening and Physical Examination
 1. Conduct oral/dental screening using techniques consistent with dental training
 2. Provide screening and approval for inmate workers including PPD screening
 3. Conduct, or review data collected during, intake/receiving screening upon inmate's admission to correctional system
- B. Triage
 1. Triage complaints to address mental, dental and medical health concerns in a timely manner, using referrals as indicated
- C. Sick Call
 1. Conduct routine sick call and clinics
- D. Referrals, Transfers and Continuity of Care
 1. Provide follow-up care after off-site appointments (e.g., hospitalization, emergency room, specialty clinics, special procedures)
 2. Arrange referrals for special assistive services provided by community agencies
 3. Ensure inmate-patient is seen for evaluation and treatment upon return from an off-site provider
 4. Coordinate on-site and off-site chronic care and specialty care (e.g., dialysis, chemotherapy, prenatal care, post-partum care, mental health, oral surgery, dental)
 5. Facilitate communication among health care agencies to ensure continuity of care
 6. Provide for continuity of care from the time of entry into the system, through transfers to other institutions, to release from custody
- E. Management of Care
 1. Assessment, Data Collection and Evaluation
 - a. Perform and evaluate diagnostic testing
 - b. Perform comprehensive physical assessment during intake
 - c. Monitor psychological and physiological response to incarceration
 - d. Perform inmate-patient safety assessment (e.g., sensory impairment, potential for falls, level of mobility, skin integrity)
 - e. Collect specimens for diagnostic testing
 - f. Interview inmate-patient to collect medical, mental health, and dental information during intake or patient encounters
 - g. Perform required screenings for school-age juveniles
 - h. Monitor behavioral changes
 - i. Perform assessments consistent with established protocols and national clinical guidelines
 2. Treatment and Interventions
 - a. Manage pain
 - b. Manage the nursing care of inmate-patients who have conditions (e.g., pregnancy, infection, HIV, tuberculosis, hepatitis, sexually transmitted disease, heart disease, hypertension, diabetes, mental illness) that have higher incidence within correctional environment
 - c. Manage situations in which the inmate-patient's health goals are unrelated to actual or potential health problems

- d. Identify suicidal behavior and follow protocol to ensure inmate-patient safety
- e. Assist with end-of-life decision making
- f. Ensure correct use of equipment in performing procedures and treatments
- g. Provide support to inmate-patient in coping with life changes/transitions (e.g., incarceration, sentencing, charges)
- h. Provide referral and support for inmate-patients with nonsubstance-related dependencies (e.g., gambling, sexual addiction, pornography)
- i. Provide care to the inmate-patient with an alteration in nutritional intake (e.g., adjust diet, change delivery to include method, time and food preferences)
- j. Respond to emergent health care needs
- k. Provide care to inmate-patients in drug and alcohol dependency programs
- l. Provide hospice and palliative care
- m. Perform treatments and interventions consistent with established protocols and national clinical guidelines
- n. Integrate advance directives into plan of care
- o. Provide care that meets the special needs of the adolescent juvenile aged 13 to 18 years
- p. Participate in medication distribution (e.g., administration, refusals, keep-on-person, use of protocols and standing orders)
- q. Incorporate inmate-patient's cultural and spiritual practices when providing care
- 3. Health Record Maintenance
 - a. Maintain appropriate records concerning delivery of health care
- F. Care Setting/Housing Assignment
 - 1. Ensure appropriate housing/bed assignment
 - 2. Provide care in a variety of settings
- G. Therapeutic Communication and Behavior Management
 - 1. Use therapeutic communication techniques to provide support to inmate-patients
 - 2. Incorporate behavioral management techniques (e.g., positive reinforcement, setting limits)
 - 3. Establish and maintain effective working relationships with inmate-patient and/or family
 - 4. Provide a therapeutic environment for inmate-patients with emotional or behavioral issues
- H. Response to Emergency Situations
 - 1. Implement emergency response plans during disasters and mass casualties (e.g., fire, riot, foodborne illness, infectious disease)
 - 2. Respond to man-down (i.e., single person) emergency situations and provide emergency treatment
 - 3. Provide medical support during security-related activities (e.g., cell extractions, cell searches)
 - 4. Participate in disaster and man-down drills

II. Promotion of Safe and Secure Health Care Environment (5-10%)

- A. Environmental Safety and Public Health
 - 1. Infection control practices
 - a. Provide information on infection control measures to inmates and staff
 - b. Apply principles of infection control (e.g., hand hygiene, isolation, aseptic/sterile technique, standard precautions)

2. Sharps and hazardous materials
 - a. Maintain secure storage and inventories of items subject to abuse (e.g., syringes, needles, scissors, dental tools)
 - b. Surveillance (monitoring and reporting)
 - c. Collect and analyze data to monitor, act upon and report public health information
- B. Safety and Security Policies and Procedures
 1. Follow facility security procedures
 2. Maintain safety of self and others in the correctional environment
 3. Apply principles of professionalism and managing boundaries in relationships with inmate-patients
 4. Follow procedures for environmental safety and safety inspections

III. Health Promotion and Maintenance (8-12%)

- A. Assessment of Risk Factors
 1. Assess inmate-patient's risk for abuse, neglect and assault
 2. Assess inmate-patient for drug or alcohol dependencies, withdrawal and toxicities
 3. Conduct inspections of the facility for safety and environmental health
- B. Health Education
 1. Provide inmate-patient and/or family with information about advance directives
 2. Educate inmate-patient about prevention of high-risk health behaviors (e.g., smoking cessation, safe sexual practice)
 3. Educate inmate-patient and/or family about health maintenance recommendations (e.g., physician visits, immunizations, screening exams, oral hygiene, wellness promotion)
 4. Assess inmate-patient's readiness to learn, learning preferences and barriers to learning
 5. Educate inmate-patient and/or family about treatments and procedures
 6. Educate inmate-patient and/or family about disease prevention, care and rehabilitation
- C. Discharge Planning
- D. Focus discharge planning on coordination of needed health services to promote successful transition to community

IV. Professional Role and Responsibilities (30-35%)

- A. Ethical and Legal
 1. Inmate-patient Rights
 - a. Ensure inmate-patient's rights are met (e.g., refuse treatment, confidentiality, informed consent)
 - b. Maintain inmate-patient confidentiality/privacy
 - c. Educate inmate-patient and/or family about patient's rights and responsibilities
 - d. Ensure that inmate-patient has provided informed consent for treatment
 - e. Respond to concerns (from cell mate, visitor, family, lawyer, etc.) regarding inmate-patient health and care
 - f. Identify and address barriers to access to care (e.g., combative behavior, high profile, protective custody)
 - g. Investigate and address patient grievances
 2. Inmate-patient Advocacy
 - a. Act as patient advocate
 3. Standards, Regulatory Guidelines and Nurse Practice Act

- a. Comply with federal, state and institutional policy regarding the use of restraints and safety devices
 - b. Recommend and write policy and procedure changes to improve medical services
 - c. Apply correctional health care accreditation standards to the care of the inmate-patient
 - d. Comply with national standards regarding nurse participation in execution
 - e. Ensure that nursing care quality meets measurable community standards
 - f. Comply with federal and state legal protections afforded inmate-patients with mental health problems
 - g. Comply with federal and state regulations for reporting certain conditions (e.g., abuse, neglect, communicable disease, gunshot wound, dog bite)
 - h. Comply with the Prison Rape Elimination Act (PREA) and all reporting requirements
 - i. Comply with laws and standards regarding the nurse's role in the collection of forensic information
 - j. Comply with laws and standards governing involuntary medication administration and involuntary hospitalization
 - k. Practice nursing in accordance with standard procedures and protocols
 - l. Practice nursing in accordance with state nurse practice act and applicable laws
- B. Management and Leadership
- 1. Collaboration
 - a. Foster collaborative relationships with correctional staff
 - b. Provide correctional staff with information regarding the health status of an inmate-patient, as appropriate
 - c. Consult with other health care providers regarding inmate-patient care
 - d. Apply principles of conflict resolution as needed when working with health care and nonhealth care staff
 - 2. Professional Development
 - a. Participate in peer review, personnel performance review and periodic competency assessment for performance improvement process
 - b. Participate in continuous quality improvement processes (CQI)
 - c. Assume responsibility and accountability for professional development
 - d. Participate in educating health care staff
 - 3. Health Education for Nonclinical Staff
 - a. Participate in educating nonclinical staff
 - 4. Supervision
 - a. Supervise health care staff, volunteers and others
- C. Research
- 1. Participation in research
 - a. Identify research opportunities and initiate or participate in research activities in the correctional health setting
 - 2. Research process
 - a. Apply principles of research methodology and human subject protection
 - 3. Research utilization
 - a. Ensure evidence-based practice through the incorporation of relevant research findings

Admission to the Examination

Approximately two weeks prior to the scheduled examination, candidates will receive an Admission Notice indicating the address of the test center. The Admission Notice as well as a valid state photo ID or driver's license is required to gain admission to the examination. Failure to provide appropriate identification at the time of the examination is considered a missed examination; there will be no refund of the examination fee. Candidates are also required to sign a roster for verification of identity.

Taking the Examination

- Report to the test center as instructed on the admission notice. Candidates arriving late may be admitted to the examination, but will not be permitted additional time to complete the examination.
- Bring several sharpened Number 2 pencils with erasers to the test center, unless otherwise instructed on the admission notice.
- Eating, drinking or smoking is not permitted in the examination room.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Security

CCHPBT and NCCHC maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The examination room is continuously monitored by a qualified proctor for security purposes. The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, books, reference materials or study aids of any sort should be brought to the test centers. Only keys and wallets may be taken into the testing room. When the examination takes place during one of NCCHC's conferences, we realize it may not be possible to leave personal belongings behind. In this case, the proctor will collect personal items and keep them at the front of the testing room.

Misconduct

Individuals who engage in any of the following behaviors will be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

Copyrighted Examination Questions

All examination questions are the copyrighted property of CCHPBT and NCCHC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Exam Scoring and Reporting

Examinations are scored electronically. Candidates will receive the results of their examination in writing within eight weeks of the examination. Scores are not reported over the telephone, by electronic mail or by facsimile. Your score report will indicate a “pass” or “fail.”

If You Do Not Pass

Unsuccessful candidates who wish to take the examination again may do so two additional times within their 1-year eligibility period. A new Examination Registration Form must be submitted along with payment of the \$45 reexamination fee.

Scores Cancelled

CCHPBT and NCCHC are responsible for the validity and integrity of the scores they report. On occasion, misconduct by a candidate may cause a score to be suspect. CCHPBT and NCCHC reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

Confidentiality

Information about candidates for testing and their examination results are considered confidential. However, a list of passing candidates will be published on the NCCHC Web site. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Name (Last, First, Middle)

Street Address

City State Zip Code/Postal Code Country

Phone Fax E-mail

Special Accommodations

I request special accommodations for the CCHP, CCHP-RN or CCHP-A examination on

_____ (exam date) at _____ (exam location).

Please provide (check all that apply):

- Special seating
- Reader
- Extended testing time (time and a half)
- Distraction free room
- Other special accommodations (Please specify.)

Comments: _____

Signed: _____ Date: _____

Return this form at the time of your application to:
CCHP Board of Trustees, 1145 W. Diversey Parkway, Chicago, IL 60614

Documentation of Disability-related Needs

Please have this section completed by an appropriate professional (e.g., education professional, physician, psychologist, psychiatrist) to ensure that NCCHC is able to provide the required examination accommodations.

Professional Documentation

I have known _____ (examination candidate) since _____ (date) in my capacity as a _____ (professional title).

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate’s disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Describe disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone: _____

Date: _____ License #: _____

Return this form at the time of your application to:
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