

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS MEDICAL TECHNICIAN

POSITION CODE: 09824  
Effective: 07-01-2004

DISTINGUISHING FEATURES OF WORK:

Under general direction, independently performs a variety of skilled practical nursing functions for physically and mentally ill or mentally handicapped patients in a correctional health care unit.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assigns, supervises and trains offenders in duties concerned with health care unit cleanliness, sanitation and maintenance; may supervise serving of regular and special diets.
2. Serves as a responsible practical nurse in any area; administers and records the administration of medications and treatments; prepares patient nursing notes, reports, charts and records which are descriptive of the patient's condition; conducts sick call utilizing the treatment protocols; documents sick call encounter in subjective objective assessment plan (SOAP) format; functions as a member of the emergency response team.
3. Provides patient care and treatment to infirmary patients; makes infirmary and segregation rounds with the physician.
4. Prepares and administers medication for patients, within limits of authority; prepares and applies special dressings and catheters, and prepares supplies, instruments and other items for sterilization; assists in preparing for minor surgery procedures; takes temperatures, pulses, respiration and blood pressures; may perform work requiring special nursing techniques.
5. Obtains laboratory specimens; assists in or provides special treatments and therapies for patients and assists in setting up IV's.
6. Serves as a member of a nursing care and treatment team; assists in orientation and in-service training of employees.
7. Orders medical and other supplies as required; responsible for safe keeping of drugs and medicinal supplies; takes part in continuous quality improvement (CQI) activities and makes reports to supervisory authority.

## CORRECTIONS MEDICAL TECHNICIAN (Continued)

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

- Requires Illinois license as a Practical Nurse.
- Requires one year of practical nursing experience.
- This class is included as an Upward Mobility Program credential title.

#### Knowledges, Skills and Abilities

- Requires extensive knowledge of nursing theory and practice.
- Requires ability to supervise, direct and instruct resident help in hospital operations and routine.
- Requires ability to apply general nursing and first aid techniques as related to medical practice and care.
- Requires ability to recognize need for, prepare and administer medication.
- Requires ability to prepare and maintain records and reports.
- Requires ability to follow oral and written instructions in exact detail.
- Requires ability to maintain security and custodial measures within hospital area.