

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS NURSE TRAINEE

POSITION CODE: 09836
Effective: 12-1-13

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on-the-job training in the nursing field; receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility or students in a juvenile facility. Receives training in best practices to provide nursing care activities in an ambulatory care setting, including an outpatient clinic and/or an infirmary, utilizing professional training and expertise in the field of nursing.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs on-the-job training in a variety of nursing care functions such as, administering medications, monitoring vital signs, examining students or inmates using nursing assessment skills and monitoring physical condition and reactions to various treatments, obtaining laboratory specimens and providing emergency treatment, providing personal patient care such as assisting patients in eating, bathing and exercising and maintaining safe, secure and sanitary conditions in the patient environment.
2. Receives extensive on-the-job training in: assuring security of medical equipment and supplies that may be used as weapons, maintaining a security chain of custody on specimens required for forensic reasons, conducting surveillance of medical unit surroundings and students or inmates for possession of contraband and illegal drugs, and preparing reports of infractions of the facility's security rules and regulations.
3. Completes formal training on how to prepare and maintain medical records and histories such as recording physician's orders, charting medications, recording patient reactions and behavior, evaluating inmates or students after altercations or use of force incidents and documenting findings appropriately in the medical record.
4. Receives training in providing non-supervisory patient care related guidance and instructions to nonprofessional nursing personnel in the areas of patient care and treatment, and the use of equipment.

CORRECTIONS NURSE TRAINEE (Continued)

5. Receives comprehensive training in procedures used in making daily rounds of segregation or confinement units, conducting segregation evaluations, inspecting inmate or student housing units for safety and sanitation and conducting inspections of food services areas and documenting inspections.
6. Receives training in proper procedures to set up, operate and monitor special equipment such as aspiration and suction devices.
7. Completes formal training on how to provide first aid and emergency medical care in cases of illness, injury and other medical emergency to inmates, students, employees and visitors of a correctional or juvenile justice facility to assist in coordinating and implementing continuing health information and education and training programs for the inmates, students and employees of a correctional facility adult or juvenile to conduct institutional orientation for newly arrived inmates or students, to provide AIDS training for inmates or students upon entry to the facility and to interview inmates or students to determine contact exposure to communicable diseases.
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 graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.

Requires licensure as a registered nurse in the State of Illinois.

Requires current cardiopulmonary resuscitation certification.

This class is included as an Upward Mobility Program credential title.

Knowledges, Skills and Abilities

Requires elementary knowledge of diversified professional nursing principles, concepts and practices.

Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possibly adverse reactions.

Requires ability to provide professional nursing care based on orders of the physician and specific needs of the patient.

Requires ability to set up and use specialized medical equipment.

Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Requires ability to apply emergency medical techniques such as cardiopulmonary resuscitation, control of bleeding and airway maintenance.

Requires ability to instruct non-nursing personnel in the proper practices and procedures of patient care.

CORRECTIONS NURSE TRAINEE (Continued)

Requires ability to maintain security of the work and comply with all facility rules, regulations, policies and directives.

Requires ability to successfully clear an in-depth background investigation and a urine drug test.

Requires ability to adhere to detailed rules of conduct with regard to appropriate interaction with inmates or students.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.