



Job Code: 1918
Grade: 14
HCWR: N

Job Title
Correctional Medical Technician III

Department
Patient Care Services

Job Summary

The Correctional Medical Technician III, under the general supervision of a Correctional Medical Technician V, performs a wide range of patient care tasks and emergency responses, in accordance with prescribed protocol, throughout service areas under the jurisdiction of Cermak Health Services, serving the detainees in the Cook County Department of Corrections and Department of Community Supervision and Intervention (CCDOC/DCSI). Utilizes technical skills, expertise, and sound judgment to evaluate medical emergencies and conditions of detainees: Communicates patient care issues to clinical staff. Delivers over-the-counter (OTC) medications and therapeutic packs of prescribed medication to detainees. Observes detainees for health problems and intervenes or reports clinical information to physician, physician assistant (PA) or registered nurses (RN). Performs recordkeeping according to department policy.

Typical Duties

- Performs a variety of clinical and health care provider tasks throughout the Cook County Department of Corrections, utilizing a wide range of knowledge, skills and abilities acquired through professional, hands-on experience.
- Assumes primary responsibility for designated tasks requiring sound judgment, discretion and expertise.
- Acts as first responder to detainee medical emergencies within the Cook County Department of Corrections (CCDOC)/Criminal Courts Building Complex and the Department of Community Supervision and Intervention (DCSI).
- Performs screening of detainees during the medical intake process by completing the Medical Intake Record for the purpose of obtaining relevant medical and dental information such as medical history, allergies, gross dental conditions, social habits and identifying body marks; takes/records vital signs, takes/records height/weight; and performs venipuncture.
- Assists the PA in further medical evaluation of the detainees.
- Performs accuchecks and electrocardiogram (EKG) tracings under the supervision of a physician.
- Assists in maintaining a clean and sanitary environment for patients, staff and others by changing exam paper between patient visits, maintaining equipment, and by ensuring exam rooms are properly cleaned and physically suitable for patient services. Maintains various logs (blood pressure, bandage change, asthma, first aid kit, etc.)
- Delivers pre-packaged pharmaceutical items and OTC medications to detainees, specimens to the lab and various records to the appropriate place.
- Makes rounds on tiers and observes detainees for potential healthcare needs.
- Transports sick and injured detainees to required healthcare areas by wheelchair, stairchair, gurney, medcar or ambulance.
- Participates in continuing medical education and in-service training sessions.
- Monitors medical equipment to ensure it is operating properly. Orders supplies and over-the-counter medication and maintains par stock levels.



Typical Duties

- Replenishes First Aid Kit items and supplies in clinical areas.
- Assumes responsibility for completing twelve (12) hours of education-annually.
- Presents a professional appearance in attitude, dress, communication and grooming.
- Assists in the orientation of new employees.
- Inspects emergency equipment and supplies daily, according to policy and reports problems to supervisor.
- Demonstrates accountability through maintenance and compliance with CPR and licensure.
- Demonstrates compliance with mandatory certification programs for Fire, Safety and Infection Control and other mandatory offerings.
- Assist patients with access to healthcare
- Observe patients for potential healthcare needs, intervenes and communicate appropriately.
- Complies with existing security (CCDOC), Department and facility policies and procedures
- Other duties as assigned.
- The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- High School Diploma or General Education Development (GED) test certificate
- Must possess a valid Illinois driver's license
- Current certification in the State of Illinois as an Emergency Medical Technician Paramedic (EMT-P)
- At least one (1) year experience as an EMT-P
- Must possess a current Cardiopulmonary Resuscitation (CPR) certification
- Current Advanced Cardiopulmonary

Preferred Qualifications

- Life Support (ACLS) certification

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of medical terminology, pharmacology and related abbreviations that pertain to emergency medical procedures.
- Must possess knowledge, skills and ability in the emergency care of patients, commensurate with those required of persons possessing EMT-P and CPR certification.
- Must demonstrate operational ability for the following equipment: Nasal cannula and mask-type oxygen delivery system and electrocardiogram machines.
- Excellent oral and written communication skills.
- Ability to work in an institutional/correctional setting and function effectively in a confined environment.
- Ability to work effectively in a tense, stressful work setting.
- Demonstrates a cooperative attitude in the support of health services and the department's philosophy and mission.
- Ability to communicate objectively and work well with co-workers and colleagues.



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.