

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1919
Grade: 16
FLSA: Non-Exempt

Standard Job Description

Job Title
Correctional Medical Tech IV

Department
Patient Care Services

Job Summary

The Correctional Medical Technician IV functions as a team leader under close supervision of the Correctional Medical Technician to coordinate the delivery of Keep on Person (KOP) medications throughout the Cook County Department of Corrections. Performs designated clinical and healthcare providers tasks throughout the (CCDOC) and responds to emergencies. Communicates patient care issues to clinical staff. Delivers KOP and therapeutic packs of prescribed medication to detainees. Observes detainees for health problems and reports clinical information to physician, Physician Assistant (PA), or Registered Nurse (RN). Performs record keeping according to department policy.

Typical Duties

- Delivers pre-packaged pharmaceutical items and KOP medications to detainees.
- Delivers specimens to the Lab and various records to appropriate place.
- Performs routine bandage and dressing changes/wound care.
- Assists the PA in further medical evaluation of the detainees.
- Performs cast care and splinting.
- Exhibits skills in blood drawing.
- Make rounds on tiers and observes detainees for potential healthcare needs.
- 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, as needed.
- Performs accu-cheks and electrocardiogram (EKG) tracing under supervision of a physician.
- Assists in maintain a clean and sanitary environment for detainees, staff and others by changing exam paper between detainee visits; maintains equipment and ensuring exam rooms are properly cleaned and physically suitable for patient services. Maintains various logs (blood pressure bandages change, asthma, first aid kit, etc.).
- Transports sick and injured detainees to require health care areas by wheelchair, stair chair, gurney, Medicar, or ambulance.
- Participates in continuing medical education and in-services training sessions.
- Monitors medical equipment to ensure it is operating properly. Orders supplies and over-the-counter medication and maintains par stock levels.
- 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.

Typical Duties continued

- Demonstrates compliance with mandatory certification programs for Fire, Safety, and Infection Control as well as other mandatory offerings.
- Assists patients with access to healthcare.
- Observes patients for potential healthcare needs, intervenes, and communicates appropriately.
- Complies with CCDOC existing security, department, and facility policies and procedures.
- Performs other duties as assigned.

Reporting Relationships

Reports to the Director of Nursing

Minimum Qualifications

- High School Diploma or GED equivalent
- Current certification in the State of Illinois as an Emergency Medical Technician Paramedic (EMT-P)
- Active Cardiopulmonary Resuscitation (CPR) certification
- Two (2) years prior work experience providing emergency medical care
- Must possess a valid Illinois driver's license

Preferred Qualifications

- Active Basic Life Support (BLS) certification

Knowledge, Skills, Abilities and Other Characteristics


- Knowledge of medical technology, pharmacology, and related abbreviations that to emergency medical procedures.
- Must possess knowledge, skills and ability in the emergency care of patient, commensurate with those required of person possessing EMT-B and CPR certification.
- Must demonstrate operational ability for the following equipment: Nasal cannula and mask-type oxygen delivery system and electrocardiogram machines.
- Excellent verbal 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.
- Ability to keep accurate records and prepare reports, as required.
- Ability to lift and transport adult patients.
- Ability to walk up to two (2) miles.

Physician 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.

Approval:  9/17/16
Pamela Brown
Director of Nursing
Date

Approval: _____
Gladys Lopez
Chief of Human Resources
Date