

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



Job Code: 2063  
Grade: 12  
FLSA: Non-Exempt

**Standard Job Description**

**Job Title**  
Correctional Medical Technician II

**Department**  
Patient Care Services - Intake

**Job Summary**

The Correctional Medical Technician II under close supervision performs designated clinical and healthcare providers tasks throughout the Cook County Department of Corrections (CCDOC) and the Department of Community Supervision (DSCI) and responds to emergencies in accordance with prescribed. Communicates patient care issues to the clinical staff. Delivers over-the-counter (OTC) medications and therapeutic packs of prescribed medications 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 over-the-counter (OTC) medications to detainees
- Delivers specimens to the Lab and various records to the 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
- Makes 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 and weight; and performs venipuncture, as needed
- Performs accuchecks and Electrocardiogram (EKG) tracing under supervision of a physician
- Assists in maintaining a clean and sanitary environment for detainees, staff and others by changing exam paper between detainee visits; maintains equipment and ensures 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 required health care areas by wheelchair, stair chair, gurney, medicar 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
- Replenishes First Aid Kit items and supplies in clinical areas
- Demonstrates accountability through maintenance and compliance with CPR and Licensure
- Assumes responsibility for completing twelve (12) hours of education annually
- Presents a professional appearance in attitude, dress, communication and grooming

### **Typical Duties continued**

- Assists in the orientation of new employees
- Inspects emergency equipment and supplies daily, according to policy and reports problems to the supervisor
- Demonstrates compliance with mandatory certification programs for Fire, Safety and Infection Control, and other mandatory offerings
- Assists patients with access to healthcare (HSRF) - pick up, deliver, and/or review
- Observes patients for potential healthcare needs, intervenes and communicates appropriately
- Complies with existing security, i.e., Cook County Department of Corrections (CCDOC), Department and facility policies and procedures
- Other duties as assigned

### **Reporting Relationships**

Reports to the Director of Nursing

### **Minimum Qualifications**

- High School diploma or GED equivalent
- Valid driver's license
- Current certification in the State of Illinois as an Emergency Medical Technician - Basic (EMT-B)
- One (1) year of experience as an EMT-B
- Current Cardiopulmonary Resuscitation (CPR) certification
- All applicants must have reached their 18th birthday as of the date of application

### **Knowledge, Skills, Abilities and Other Characteristics**

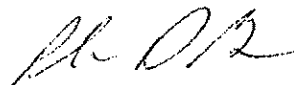
- Knowledge of medical terminology, pharmacology and related abbreviations that pertain to emergency medical procedures
- Must possess knowledge, skills and ability in the emergency care of patients, commensurate with those required of persons possessing EMT-B and CPR certification
- Must demonstrate 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
- 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

**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.

Approval:  1/24/17  
Pamela Brown  
Director of Nursing  
Date

Approval: \_\_\_\_\_  
Gladys Lopez  
Chief of Human Resources  
Date