

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS NURSE I

POSITION CODE: 09825

Effective: 12-1-13

DISTINGUISHING FEATURES OF WORK:

Under general supervision and in conformance with established standards, procedures, policies and security guidelines, provides full range of professional nursing services in the care and treatment of student or inmate patients in a correctional facility. Responsible for assigned 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 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; provides personal patient care such as assisting patients in eating, bathing and exercising; maintains safe and sanitary conditions in patient environment.
2. Maintains security of medical equipment and supplies that may be used as weapons; maintains a security chain of custody on specimens required for forensic reasons; maintains surveillance of medical unit surroundings and students or inmates for possession of contraband and illegal drugs; prepares reports of infractions of the facility's security rules and regulations.
3. Prepares and maintains medical records and histories such as recording physician's orders, charting medications, recording patient reactions and behavior. Evaluates inmates or students after altercations or use of force incidents and documents findings appropriately in the medical record.
4. Provides non-supervisory patient care related guidance, instructions and explanation to nonprofessional nursing personnel in patient care and treatment, and the use of equipment.
5. Makes regular rounds of patients in relation to nursing duties and physician rounds; consults with physician and other professional staff regarding patient treatment and care; participates in patient treatment and management meetings; develops nursing care plans for inmates or students with special medical or mental health needs, including those with chronic illnesses or requiring infirmary care.

## CORRECTIONS NURSE I (Continued)

6. Makes daily rounds of segregation or confinement units; conducts segregation evaluations as required; inspects inmate or student housing units routinely for safety and sanitation; conducts inspections of food services areas; provides documentation of inspections.
7. Sets up, operates and monitors special equipment such as aspiration equipment, suction equipment and, upon completion of specialized training, cardiac monitors.
8. Inventories, orders and maintains security of medications, drugs and other medical equipment and supplies; supervises inmate or student workers in the provision of custodial duties within the Health Care Unit; trains inmate workers in appropriate infection control procedures and sanitation.
9. Conducts admission interviews to determine patient's medical history, physical and mental status and facility placement; prepares medical records and case history for inmate and student transfers.
10. Responds to inmate or student grievances regarding the delivery of health services within the correctional facility. Participates in the disciplinary process for rule infractions of inmates or students as indicated.
11. Under the direction of a physician, provides first aid and emergency medical care in cases of illness, injury and other medical emergency to inmates, students, employees and visitors of a correctional facility; assists in coordinating and implementing continuing health information and education and training programs for the inmates, students and employees of a correctional facility; conducts institutional orientation for newly arrived inmates or students; provides AIDS training for inmates or students upon entry to the correctional facility; interviews inmates or students to determine contact exposure to communicable diseases.
12. 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 completion of the Corrections Nurse Trainee program or one year of nursing experience (within the last five years) in an acute care setting; preferred experience includes emergency room care, medical/surgical nursing, and/or ambulatory care.

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

## CORRECTIONS NURSE I (Continued)

Requires current cardiopulmonary resuscitation certification; Advanced Cardiac Life Support (ACLS) training and certification is preferred.

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

Knowledges, Skills and Abilities

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

Requires 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.

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.