

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV48585
Job Class Code:	580	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	7720		

Job Code Established:	07/01/79	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Nursing and Therapy Sub-Professional Series

JOB CODE TITLE: CORRECTIONAL MEDICAL ASSISTANT

HRIS TITLE: CORRL MED ASST

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of average difficulty in providing nursing care and assistance for physically ill, infirm or injured persons in an infirmary or hospital area of a correctional institution; and performs related work as required.

EXAMPLES OF DUTIES: Assists in the examination and treatment of patients; checks pulse, temperature and blood pressure; changes dressings, compresses and bandages; makes plaster casts; prepares patient for examinations; assists Physician with instruments and equipment; operates x-ray equipment; participates in the administration of a wide variety of diagnostic tests; assists in giving treatment involving special equipment; administers first aid and minor medication in emergency or under medical supervision; assists in conducting sick calls and examination of newly committed inmates for indications of communicable disease and for physical disabilities; conducts ward rounds; schedules appointments; maintains charts and records; keeps supervisor or physician informed regarding the status of patients; cooperates with correctional custody and treatment staff in maintaining security at all times and in following the general directions of the treatment program.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: nursing techniques, methods and procedures.

Ability to: observe security precautions at all times, and to assume responsibility for security of hospital area; work cooperatively with correctional custody, treatment, and medical staffs; keep records and write reports.

Skill in: all aspects of pre-professional nursing.

SPECIAL SELECTION FACTORS:

Training and Experience:

Graduation from an accredited school of nursing and one year of nursing experience; OR two years as a medical corpsman in military service; OR two years of paramedical experience which included Red Cross courses, or structured certified hospital training; OR two years of experience as a licensed practical nurse.

Licenses, Certificates or Registration:

If Licensed Practical Nurse, must possess current licensing in Arizona. If Registered Nurse, must possess a license to practice as a professional nurse in Arizona.