

**CLASS TITLE:**

**CORRECTIONAL OFFICER  
(HOSPITAL SUPERVISOR)**

**Class Code: 02181300**

**Pay Grade: 655A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise the work of nursing and allied health professional staff engaged in providing nursing care and treatment to inmates: to develop and provide supervision and leadership in all aspects of nursing practice and direct clinical treatment; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Superintendent of Nurses, from whom general instructions, assignments, and work schedules are received; work is subject to review and evaluation both in process and upon completion to ensure compliance with specific instructions and professional nursing standards and procedures.

**SUPERVISION EXERCISED:** Assigns, schedules, supervises and evaluates the activities of registered and practical nursing staff and other allied health practitioners providing care and treatment to inmates; reviews and evaluates work both in process and upon completion to ensure compliance with specific instructions and standard nursing care and treatment procedures.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan staffing patterns to ensure the proper coverage of health care professionals on all shifts. To observe staff and ensure compliance with acceptable standards of health care.

To plan worker schedules and assign recurring special tasks.

To plan, supervise and review the work of allied health practitioners such as x-ray technicians and others engaged in providing ancillary health care and treatment to inmates.

To make frequent visits to all dispensaries and infirmaries to ensure that inmates are receiving proper nursing care and treatment, and to hear inmate complaints and initiate resolutions when warranted.

To assist a superior in planning and evaluating the activities of the unit.

To train subordinates in the procedures and work of the unit and to instruct them in the nursing care and treatment of inmates.

To act as a member of an interdisciplinary treatment team.

To examine patients and patient's records to ensure proper medical treatment has been dispensed and to assess the efficacy of the nursing plan.

To meet with staff and review current cases, plans, courses of action and need to refer to hospital or mental health program.

To inspect treatment facilities, storage areas, waiting rooms and related areas to ensure compliance with health and safety rules and security provisions.

To administer nursing services such as: Intravenous Therapies; IV, IV Push and Z-Track medications; and tracheotomy, deep nasal pharyngeal and oral suctioning, and to provide all other advanced, professional nursing services of the kind and level of a C.O. – Hospital II.

To safeguard institutional keys and to lock and unlock secured clinical areas including exam rooms, storage areas, medicine closets and related areas.

To make observations and report any unusual activities of inmate patients or other inmates in the facility.

To supervise the feeding of meals to patients and instruct or direct inmates to ensure security is maintained.

To read and follow instructions, manuals, physician's orders, the Physician's Desk Reference and related material.

To keep records and make reports.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of professional nursing principles, practices and techniques; skill in providing nursing care and treatment to patients; a working knowledge of the principles and practices of supervision; the ability to assign, schedule and supervise and review all the work of staff; the ability to instruct such staff in the application of proper nursing practices and techniques; the ability to establish and maintain effective working relationships with members of the interdisciplinary treatment team, staff, clients and their families; the ability to handle difficult nursing emergencies; the ability to read and understand complex technical materials and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a registered nursing program in an accredited school of nursing, and

Experience: Such as may have been gained through :considerable employment as a registered nurse in an institution, hospital or medical facility providing a full range of nursing care and treatment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** The following condition of employment must be met at the time of appointment: Must possess a valid, unrestricted license as a Registered Nurse in the State of Rhode Island and maintain such licensure as a condition of employment.

Class Revised: December 15, 1991

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