

**CLASS TITLE: CORRECTIONAL OFFICER (HOSPITAL)**

**Class Code: 02181200**

**Pay Grade: 24A**

**EO Code: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform practical nursing duties involving the care and treatment of inmates confined to a hospital unit of the Adult Correctional Institutions; to be responsible for safeguarding the custody of inmates; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the close technical direction of a physician and under the general supervision of a superior officer; assignments are received in detail; precise instructions relative to methods to be followed are received at the beginning of routine repetitive activities or in connection with new or special assignments.

**SUPERVISION EXERCISED:** May supervise inmate help assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform practical nursing duties involving the care and treatment of inmates confined to a hospital unit of the Adult Correctional Institutions.

To give intramuscular and subcutaneous injections and administer other medicines and treatments in accordance with specific directions from a physician.

To make and apply surgical dressings.

To draw blood and collect urine samples for laboratory and routine tests and examinations.

To assist at physical examinations preparing patients for special examinations and tests as directed.

As required, to administer narcotics and keep records thereon under the direction and close supervision of a physician.

To make and record temperature, pulse and respiration.

To put up medications and fill trade name prescriptions for all facilities of the Adult Correctional Institutions.

To sterilize, or arrange for the sterilization of, all needles, syringes and instruments used in the hospital unit.

To be responsible for safeguarding the custody of inmates.

To operate devices for locking and unlocking security doors and close custody facilities in the hospital and to be accountable for all keys used for these purposes.

To make regular and irregular inmate patient counts and make reports thereon to a superior officer.

To exercise constant vigilance and observe any unusual activities of inmate patients and other inmates who are in the hospital unit for the purpose of receiving medication, treatment or answering a dental appointment.

To supervise the feeding of meals to inmates and patients.

To care for the dead and arrange for prompt delivery to the morgue and keep necessary records.

To keep records and make reports.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the approved practical nursing methods, procedures and techniques used in the care and treatment of patients; the ability to acquire knowledge of the practices, methods and techniques of adult correctional and custodial work; the ability to supervise inmates and patients and to maintain discipline; skill in practical nursing; the ability to follow oral or written instructions; the ability to maintain records and prepare reports; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from an accredited school of nursing; and  
**Experience:** Such as may have been gained through: employment as a practical nurse in a public or private hospital or institution.

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

## **SPECIAL REQUIREMENT:**

The following conditions of employment must be met at the time of appointment:

Must have successfully completed the 8 week Correctional Officer Training Program.

Must be capable of performing (with or without reasonable accommodations) the essential duties as evidenced by a physician's certificate from a physician designated by the Department of Corrections.

Must meet practical nursing registration requirements established by Rhode Island law and regulations.

In accordance with RIGL 42-28.3-1 no person shall be appointed temporary, probationary, or permanent until they shall have been evaluated and tested by a certified psychologist and receive a satisfactory rating which shall be in writing.

No such appointee shall be given a permanent appointment to a position within this class unless he/she shall have met all of the above requirements.

“Every effort will be made to reasonably accommodate an individual who has a disability. Therefore, nothing in this specification shall be interpreted to prohibit the use of such accommodation in order to perform the essential functions of this class.”

Class Revised: May 17, 1992

Editorial Review: 3/15/03