

GENERAL DESCRIPTION OF CLASS

The HEALTH SERVICE TECHNICIAN provides clinical, emergency care, and treatment to inmates in a correctional institution or to youth in a correctional facility. The Health Service Technician is a licensed health care professional and performs nursing functions under the supervision and written direction of a Registered Nurse (RN).

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1. Medical Care and Treatments.** Typical tasks: at the discretion and direction of the supervising registered nurse or physicians, the Hospital Service Technician holds sick call at infirmary; observes patient and conducts patient interviews to assess treatment needs; develops, implements, and evaluates patient care plans; monitors vital signs such as temperature, blood pressure, and pulse; monitors equipment such as intravenous apparatus, heart and respiration monitors; performs routine diagnostic lab tests such as urinalysis, blood draws, EKG's, and throat cultures; administers routine weight checks and vision/hearing examinations; provides treatment, using sterile techniques (e.g., dressing changes, post operative dressing, catheterization, tracheotomy, and ileostomy care); administers oxygen or suction therapy; performs a variety of tests to determine effects of treatment being performed; provides assistance to physicians during examination and treatment of patients; applies or removes casts or splints; verifies physician's orders by reviewing documentation; administers all types of prescribed medication, (topical, oral, rectal, or injection); observes and records reactions to medications; maintains control of all prescription medications; observes signs, symptoms, behavioral changes, and progress of medication and treatments of patients for intended effects, side effects, and interactions with other medications; provides first aid or emergency treatment as required.
- 2. Documentation and Records Management.** Typical tasks: charts and documents all medications, treatment, vital signs, progress, behavioral changes, and vital statistics such as height and weight on patients' charts or medical sheets for permanent records; follows agency rules on confidentiality of medical records; participates in quality assurance through chart review and completion of appropriate documentation; initiates written reports of unusual incidents and distributes to appropriate personnel.
- 3. Miscellaneous.** Typical tasks: cleans and sterilizes surgical and laboratory equipment and instruments; maintains sufficient inventory of drugs and supplies to assure adequate supply on hand; assists with writing Nursing Policies and Procedures; disposes of used instruments or drugs in accordance with security policies and procedures; develops and presents teaching programs on medical issues for inmates, residents, and nonmedical personnel (e.g., AIDS awareness, communicable disease); responds to emergency situations including providing minor first aid, CPR, and major trauma evaluation. May be required to drive a vehicle in an emergency.

RELATIONSHIPS WITH OTHERS

Employees in this class are in regular contact in person with patients, physicians, nurses, and clerical staff as they assist with sick call, administer emergency medical services, or carry out record keeping responsibilities.

Employees have regular in person and telephone contact with security staff and ancillary staff within the facility to coordinate outside emergency medical trips and to exchange information regarding patients. Employees are in regular telephone contact with community based physicians, laboratory staff, dentists, and pharmacists to request and share information regarding health services.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative superior but work under the direction of a physician or registered nurse. Specific nursing care is performed following written directions such as nursing care plans, nursing procedural manuals, or written assignments from the supervising registered nurse. Work is reviewed through review of charting and documentation on patient medical sheets, direct observation, and feedback from patients and physicians. Work performed by employees in this class is governed by Federal and State laws pertaining to illness, communicable diseases, handling of drugs, and patient/inmate rights; Oregon Board of Nursing Practice Act; patient care plans and physicians' orders; policies and procedures of the agency; and practices of the nursing profession.

GENERAL INFORMATION

Positions are found in correctional facilities and require the willingness to work in the environment associated with the position's location. Positions require the willingness to stand and walk for extended periods of time and to work rotating shifts.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of hygiene, sanitation, and sterilization procedures.

General knowledge of microbiology and disease processes.

Basic knowledge of the Nurse Practice Act and the scope of practice as defined by personal license.

Basic knowledge of Nursing Practices and Procedures.

Basic knowledge of medical laboratory procedures.

Basic knowledge of the fundamentals of pharmacology.

Basic knowledge of the fundamentals of anatomy and physiology.

Basic knowledge of the fundamentals of nutrition.

Basic knowledge of health related resources in order to research and develop educational programs articles and resource documents.

Skill in providing wound care including post operative dressings and maintaining aseptic conditions.

Skill in recognizing signs and symptoms as they relate to the disease process.

Skill in conducting nursing procedures including treatments.

Skill in administration of medications, identification of adverse side effects, and appropriate notification of RN or physician.

Skill in using routine equipment such as stethoscopes, blood pressure cuffs, and oxygen.

Skill in providing first aid and CPR.

Skill in assessing the severity of an emergency using triage format.
 Skill in developing a treatment plan for a life threatening emergency and implementing independently.
 Skill in delegating non-nursing duties to unlicensed staff and providing direction to unlicensed staff.
 Skill in preparing accurate written documentation, records of nursing care given, and patient progress notes.
 Skill in monitoring patient's condition including vital signs, intravenous fluids, and medication needs.

Ability to develop and execute a teaching program on medical issues for inmates, residents, or nonmedical personnel.
 Ability to understand and apply statutes and regulations regarding patient rights and confidentiality.
 Ability to assist with writing Nursing Policy and Procedures.
 Ability to do an EKG and take appropriate referral action.
 Ability to respond tactfully with patients who are combative or hostile.
 Ability to communicate with patients regarding patient's condition and medical procedures.
 Ability to work effectively with a variety of professional and paraprofessional staff.
 Ability to use proper body mechanics to safely lift and maneuver patients and various medical equipment.

SPECIAL QUALIFICATIONS

Possession of a valid Oregon Practical Nurse License, a CPR card and a First Aid card.
 Some positions may require a valid driver's license.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.