

## PHYSICIAN

### **Basic Purpose:**

Under general direction, performs professional work in the diagnosis and treatment of inmate patients in correctional facilities.

### **Typical Functions:**

- Conducts a major portion of the medical treatment and diagnostic services at a correctional institution or facility.
- Performs complete physical examinations on inmates and correctional employees according to health services policy; directs laboratory and X-ray procedures and interprets results.
- Prescribes treatment and therapy; supervises care to patients in infirmary; provides emergency care as is appropriate in the health care services unit or, as appropriate, at other sites in the facility.
- Supervises physician's assistant assigned to the facility.
- Provides overall clinical supervision and guidance of the health care providers at the facility.
- Develops protocols of care for use by other health care providers.
- Evaluates inmate medical problems that are complex, changing, or incompletely diagnosed or managed and makes referral of appropriate cases to specialty clinics or the appropriate hospital.
- Coordinates mental health care of inmates with departmental psychiatrists and/or psychologists.
- Completes, inspects, and interprets charts; prepares periodic progress notes and final discharge summaries.
- Utilizes formulary medications whenever possible, and adheres to the request for non-formulary drug process.
- Recognizes and applies both utilization and risk management principals.
- Participates in quality improvement activities as assigned.

## PHYSICIAN

### **Knowledge, Skills, and Abilities:**

Knowledge of modern principles and practices of medicine; and of the use of pharmacologic medications. Ability to establish and maintain effective working relationships; to exercise independent judgement; to analyze situations and adopt an effective course of action; to successfully diagnose, clarify, and treat patients in an acceptable manner; and to interpret complex instructions, both oral and written.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: An unrestricted valid license to practice medicine in the state of Oklahoma and board certification.

## PHYSICIAN'S ASSISTANT

### **Basic Purpose:**

Under direction, performs professional medical services on a patient care unit in a hospital, institution, or correctional facility; and acts as clinical supervisor and serves as Health Services administrator in the administrator's absence.

Incumbents in this class are assigned overall responsibility for the medical care and treatment of patients in a hospital, institution, or correctional facility. This includes the clinical supervision of other professional staff. Performs specialized medical work in the diagnosis and treatment of illness or injuries relating to any one of many specialized areas.

Incumbents will function under the limited supervision of a physician while performing a variety of tasks extending primary medical care and services to patients. Supervises employees in the medical unit. On an average, five or more incumbents in this classification are under the supervision of a physician.

### **Typical Functions:**

- Plans and carries out a medical care program to meet diagnostic and/or therapeutic objectives.
- Assists in the planning and coordination of activities performed in an infirmary unit or ward; supervises lower level staff and acts as a clinical supervisor in a major institution. Serves as health administrator in the administrator's absence.
- Develops and implements facility/unit medical policies and procedures. Assists in interviewing prospective employees; in determining training needs for all employees; and in determining staffing needs.
- Performs complete physical examinations; takes vital signs and examines specified problem areas; and orders radiological laboratory or clinical tests to pathophysiologic processes.
- Makes diagnosis determinations and decisions regarding treatment plan; prescribes medication for the treatment of the diagnosis.
- Makes rounds of infirmary units or wards, examining patients' conditions, reviewing patient charts, and conferring with other patient care personnel. Counsels with

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patient and family as to preventive care, medical problems, and use of prescribed treatment of drugs.

### **Knowledge, Skills, and Abilities:**

Knowledge of the theory, principles, and practices of medicine; of health care delivery systems; of ambulatory care; of the languages used in pharmacy prescription writing; of human anatomy, physiology, and chemistry; of methods and procedures of laboratory and X-ray and other diagnosis techniques; of pharmaceutical agents, their usage, and contraindications; of minor surgical procedures and techniques; of safety and sanitation practices; of medical management techniques; and of the uses of medicines of illness. Ability to establish and maintain effective working relationships; to instruct clients; to interview and obtain relevant medical information; to exercise initiative and work independently; to exercise sound, independent judgement; to analyze complex situations and adopt an appropriate course of action; to develop therapeutic programs; to plan and evaluate training activities to meet training needs and priorities; to apply emergency and first aid measures; and to successfully diagnose and treat patients.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Unrestricted certification as a physician's assistant by the Oklahoma State Board of Medical Licensure and Supervision and national certification as a physician's assistant by the National Commission for Certification of Physician's Assistant or three (3) years of experience as a physician's assistant.

## DENTIST

### **Basic Purpose:**

Under general direction, performs professional dental treatment in the planning and execution of a comprehensive program of preventive dentistry and by developing and administering a dental care and treatment program, including diagnostic, prosthetic, surgical, endodontic, periodontal, preventive, and restorative dentistry, for a state correctional institution or facility.

### **Typical Functions:**

- Develops and administers a program of preventive dentistry within the institution; participates in the integration of the dental program with other programs of the institution.
- Determines the oral health of the patient and the adjacent structures through the use of visual, digital, and x-ray examinations. If pathology exists, a treatment plan is recommended and followed through with the necessary operative procedures to eliminate or control such pathology within the guidelines of the Department of Corrections.
- Evaluates oral pathology and makes appropriate referrals to oral surgery referral clinic.
- Supervises and/or administers prophylaxis and instruction in oral hygiene.
- Supervises and instructs dental assistants or other dental personnel in records and maintenance and care of equipment and quarters.

### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of modern dentistry and oral hygiene, and of state legislation regarding the provision of dental services. Ability to establish and maintain effective working relationships; to develop programs within policy limits; to communicate effectively, both orally and in writing; to apply improved techniques and procedures in all phases of the dental program; and to prepare and present educational programs.

### **Education and Experience:**

Statutorily Required: N/A

### **Minimum Qualifications:**

Licensure to practice dentistry in the state of Oklahoma and minimum of one (1) year experience in general dentistry.

## OPTOMETRIST

### **Basic Purpose:**

Under general direction, performs professional work as an optometrist by examining and testing eyes and prescribing lenses and treatment as necessary for the resident population at a state correctional institution or facility.

### **Typical Functions:**

- Develops and administers a program of optometry services within the institution; participates in the integration of the optometry program with other programs of the institution.
- Examines patients' eyes for vision problems, disease, and other abnormal conditions and prescribes lenses and treatment as necessary.
- Fits patients with frames; fills out lab forms, and sends prescriptions to contracting laboratory; verifies prescription when it returns from laboratory; fits, adjusts, and dispenses eyeglasses or contact lenses to patient.
- Assists patients with prescriptions for eyeglasses from sources outside the institution; performs eyeglass repairs and re-examinations as necessary.

### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of optometry; of current literature and recent developments in the field of optometry; and of the laws, regulations, and policies affecting the practice of optometry. Ability to establish and maintain effective working relationships; to gain the confidence and cooperation of patients; to communicate effectively, both orally and in writing; and to apply principles of self-discipline necessary to serve the needs of the patient population.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Licensure to practice optometry in the state of Oklahoma.

## PSYCHIATRIST

### **Basic Purpose:**

Under general direction, performs professional work in the diagnosis and treatment of mental health patients in a correctional facility.

### **Typical Functions:**

- Responsible for the psychiatric medical management of the inmates at the institution assigned; examines diagnoses, and treats all inmates who present signs and symptoms of mental illness; routinely re-evaluates and re-examines all inmates on psychotropic medication on a regular appropriately timed basis.
- Gives appropriate medical orders to the paraprofessional staff of health care providers and mental health personnel.
- Evaluates existing treatment programs and makes recommendation of revisions of programs.
- Assists in developing and implementing mental health policies and procedures to be used at the assigned institution; developing standards of care compatible with the standards recommended for mental health services by the American Correctional Association.
- Assists wardens, administrative, and correctional staff in the understanding and supervision of those inmates with mental health problems; and provides in-service education for other health care personnel, psychology personnel, and correctional custody officials as needed.
- Keeps abreast of modern developments in mental health treatment and remains able to set the course for a health care team.

### **Knowledge, Skills, and Abilities:**

Knowledge of principles and practices of applied psychiatry and of the use of psychopharmacologic medications. Ability to establish and maintain effective working relationships; to exercise independent judgement; to analyze a situation and adopt an effective course of action; to successfully diagnose, clarify, and treat patients in an acceptable manner; and to interpret complex instructions, both oral and written.

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### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Licensure to practice medicine in the state of Oklahoma and be eligible or certified to practice psychiatry.



## PSYCHOLOGIST

### **Basic Purpose:**

Under general direction, performs professional work in the psychological diagnosis and/or treatment of patients in a state correctional facility.

### **Typical Functions:**

- Identifies and monitors the mental health status of seriously mentally ill inmates.
- Provides group and individual counseling or psychotherapy with inmates; provides crisis and suicide intervention.
- Evaluates mental health service delivery needs and makes recommendations for needed changes to include needs assessment of assigned cases.
- Selects and administers a variety of psychological tests, including intelligence, personality, aptitude, and related tests; and interprets test findings to physicians, nurses, offenders, and other appropriate staff.
- Provides special evaluation, counseling, and therapy to a selected inmate population, e.g., mental retardation, sex offender, substance abuser.
- Attends conferences with psychiatrists, social workers, and other staff members for diagnosis and treatment of patients.
- Prepares reports on findings, and interviews, including diagnostic opinions for use by the medical staff.
- Supervises and assists in developing training programs for the recognition and handling of problems involving psychological, social, or personality adjustments; conducts in-service training programs for staff members and other professionals in the prevention, recognition, and management of psychological problems in mental, emotional, and social development and adjustment; trains designated correctional staff to administer departmental approved psycho-educational programs (e.g. Rational Behavior Training (RBT) and Interpersonal Communication Skills (IPCS), etc.)
- Participates in psychological research projects to evaluate objectives, methods, and results of mental health interventions.

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- Participates as a representative of the agency in both lay and professional conferences and meetings.

### **Knowledge, Skills, and Abilities:**

Knowledge of psychological theory; of methods of psychological counseling, psychotherapeutic methods, case assessment methods, individual and group counseling and testing; of projective techniques, statistical methods, and research design; of community problems; and of special education of individuals with mental, emotional, and social problems and mental retardation. Ability to establish and maintain effective working relationships; to direct the work of others; to serve as a consultant and/or function in an administrative capacity; to work with community groups and agencies in developing programs and services; to exercise good judgement in analyzing situations and making decisions; and to prepare special funding grants.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Completion of the curriculum requirements for a doctorate in psychology (Ph.D., Ed.D., or Psy.D.) from an accredited college or university with a specialty in clinical or counseling psychology or related area. This program shall include one (1) calendar year of full-time or two (2) years part-time pre-doctoral internship in a clinical setting. One (1) year of post-doctoral clinical experience may be substituted if the work is supervised by a licensed psychologist. Course work should include training in psychological testing in both projective and objective techniques.

## ADVANCED PRACTICE NURSE

### **Basic Purpose:**

Positions in this job provide professional medical services to inmates for the department; are responsible for examination, diagnosis, treatment and performance of specialized procedures that are within the scope of an advanced practice nurse; make referrals to staff physician when determination is made that illness or treatment is beyond that scope of practice. Specialties in this area are advanced registered nurse practitioners, clinical nurse specialist, nurse-midwives and certified registered nurse anesthetists as identified in the Oklahoma Nursing Practice Act, Title 59 O.S. Section 567.3a.

### **Typical Functions:**

- Provides advanced professional expertise and technical assistance to medical staff in implementing health care treatment within the area of specialization and certification.
- Performs evaluations of inmates including review of information obtained by other health care providers; reviews the history of previous treatment, other laboratory and diagnostic tests, and examines inmates for present pathology; establishes a diagnosis and prescribes treatment and follow-up plans; performs further diagnostic procedures when necessary; provides continuity of individualized health care to inmates by referring to, or collaborating with, other health care professionals in the establishment of goals and implementation of the plan of care.
- Prescribes, dispenses and regulates medications according to the orders established by the supervising physician.
- Acts as a resource to health care staff and implements educational programs to improve health care management of inmates; provides leadership in the assessment, development, and implementation of policies and procedures/standards of care that are directly and indirectly related to the care of inmates.
- Documents results of examinations, diagnosis, and treatment in the inmate's medical record using the proper charting format; assures the maintenance of medical confidentiality and complies with department and statutory requirements concerning the release of medical information.

## ADVANCED PRACTICE NURSE

### **Knowledge, Skills, and Abilities:**

Knowledge of nursing theory and practice; of physical assessment, diagnosis, pathophysiology, pharmacology, and management of acute and chronic problems; of theory and practice of medical diagnostic techniques, methods, and procedures; and of supervisory principles and techniques. Ability to establish and maintain effective working relationships; to instruct patients; and to collaborate with health team members.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Current certificate of recognition and prescriptive authority from the Oklahoma Board of Nursing as an advanced practice nurse as defined by the Oklahoma Nursing Practice Act. Positions may require a specific advanced practice nursing certificate specialization.