

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. CORMASTA10R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-EGELER FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Corrections Medical Assistant	10. Division
5. Working Title (What the agency calls the position)	11. Section
6. Name and Position Code Description of Direct Supervisor RUSSELL, DIANNA L; REGISTERED NURSE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor REDDY, MALLU S; REGISTERED NURSE MANAGER-4	13. Work Location (City and Address)/Hours of Work 3855 Cooper St Jackson MI 49201 / 40 hours per week

14. General Summary of Function/Purpose of Position

The Corrections Medical Assistant (CMA) provides nursing care through the application of policies, procedures, standards and protocols within the CMA scope of practice, training and competency under the direct supervision of a Registered Nurse (RN). Assures that prisoners' hygiene needs are met, assists with activities of daily living, and keeps the RN informed of condition changes and response to treatment. Participates in the comprehensive care of prisoners within the CMA scope of responsibility. Works with maximum security prisoners 100% of on-duty time. This role is subject to random drug and alcohol screening. Actively participates in meetings and sub committees.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 65

Provides daily care for assigned prisoners. This includes utilization of the interdisciplinary plan of care and the prisoner's electronic medical record. Is accountable to provide care according to established policies and procedures, standards and protocols. Responsible for reporting changes in prisoner conditions and response to treatment, to the RN.

Individual tasks related to the duty:

- Visualizes all assigned prisoners at the start of shift, before beginning assigned duties.
- Measures and records vital signs, weights and blood glucose levels.
- Measures and records prisoner intake and output, as necessary.
- Reports all prisoner complaints of pain to the nurse, utilizing the 0-10 pain scale
- Provides prisoner hygiene including bathing, shaving, oral and nail care
- Assists prisoners with activities of daily living, e.g., dressing, toileting, ambulating, lifting, turning and transferring
- Assures that all prisoners are clean and dry; soiled clothing and linens are changed promptly
- Assist prisoners with meal set-up or feeding as necessary
- Delivery and pick up of prisoner meal trays
- Reports any change in prisoner condition, incident or accident to Nurse.
- May assist in the transport of prisoners to other areas within the facility or to offsite appointments.

Duty 2

General Summary:

Percentage: 15

The CMA documents the provision of care as directed in the prisoner medical record and in other unit records as appropriate.

Individual tasks related to the duty:

- Documents in Electronic Health Record (EHR) all activities related to prisoner care and interactions.
- Completes flow sheets for all assigned prisoners.
- Completes incident reports in a timely manner and submits to the RN Charge Nurse

Duty 3

General Summary:

Percentage: 15

Assists in providing and maintaining a safe environment for prisoner and staff.

Individual tasks related to the duty:

- Keeps prisoner rooms clean and free of obstacles, hazards and trash
- Utilizes Universal Precautions to prevent the spread of infection
- Answers prisoner call lights and responds promptly
- Reports safety/security risks to the RN Charge Nurse
- Carries out assigned duties in a professional manner
- May assist licensed staff in the application and removal of medically ordered restraints
- Follows all security rules
- Participated in mobilizations
- Attends required training annually
- Maintains required competencies
- Maintains CENA Certificate
- Performs 15 min checks
- Responds to and participates appropriately in "Code Blue Incidents"

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

Tasks as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Planning and prioritizing shift tasks to assure that all assigned work is completed effectively and efficiently. Prisoners and co-workers are affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

Decisions that are not based on standards, protocols, policies or procedures

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Lifting up to 40 pounds, 10%. Pushing up to 40 pounds, 10%. Bending/ stooping, 10%. Sitting, 10%. Standing, 50%. Contact with prisoners 100% of the time.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

To provide nursing assistant care to prisoners under the supervision of a Registered Nurse.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Establish.

25. What is the function of the work area and how does this position fit into that function?

Physical setting for provision of care to prisoners; the CMA provides such care in the capacity of nursing support staff, under the direction and supervision of a Registered Nurse.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Corrections Medical Assistant 6

No specific type or amount is required.

Corrections Medical Assistant 7

One year of experience equivalent to a Corrections Medical Assistant 6.

Corrections Medical Assistant E8

Two years of experience equivalent to a Corrections Medical Assistant, including one year equivalent to a Corrections Medical Assistant 7.

Alternate Education and Experience

Corrections Medical Assistant 7-E8

Completion of a medical assisting or nursing assisting program from an accredited institution recognized by the United States Department of Education or the Council for Higher Education Accreditation, or, one year of experience as a Resident Care Aide in the Department of Corrections, may be substituted for one year of the experience requirement.

Corrections Medical Assistant E8

Two years of experience as a Resident Care Aide in the Department of Corrections, including one year equivalent to a Resident Care Aide 7, may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the rights of patients & unit rules.
- Knowledge of basic patient care techniques and methods. Knowledge of equipment used in patient care.
- Knowledge of physical, mental and behavioral characteristics of patients. Ability to successfully complete in-service training.
- Ability to establish and maintain appropriate relationships with patient and staff.
- Ability to observe, evaluate and record conditions, reactions and changes in the physical and mental status of patients. Ability to maintain appropriate attitude and conduct necessary for the well-being of staff and patients.
- Ability to communicate effectively, verbally and in writing.
- Ability to manage the physical demands of the work including lifting and positing patient, walking use of restraints and proper body mechanics.

CERTIFICATES, LICENSES, REGISTRATIONS:

Nurse Aide Registry Document issued by the Michigan Department of Consumer & Industry Services, indicating successful completion of an approved State of Michigan nurse aide training and/or competency evaluation program as prescribed by Federal Law. Successful completion of yearly BCLS certification.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

Requesting to establish a Corrections Medical Assistant (CMA) position in accordance with MCSC Regulation 4.0 and 4.04. The position will be responsible for The Corrections Medical Assistant (CMA) provides nursing care through the application of policies, procedures, standards and protocols within the CMA scope of practice, training and competency under the direct supervision of a Registered Nurse (RN). Assures that prisoners' hygiene needs are met, assists with activities of daily living, and keeps the RN informed of condition changes and response to treatment. Participates in the comprehensive care of prisoners within the CMA scope of responsibility. Works with maximum security prisoners 100% of on-duty time. This role is subject to random drug and alcohol screening. Actively participates in meetings and sub committees.

I certify that the entries on these pages are accurate and complete.

KENDRA BLAIR

Appointing Authority

8/21/2026

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date