



CORRECTIONS MEDICINE

Job Descriptions

ACA Standard: 4 ALDF – 4D – 03

Effective: January 1994

Revised: June 2015, April 2016, August 2019

Reviewed: Aug 2001, May 2013, April 2017, May 2018,
May 2019

Policy Number:
CM – 26

- I. **PURPOSE:** To detail areas of responsibility for each job classification providing health care and support services to inmates.
- II. **POLICY:** There shall be written job descriptions defining the specific duties and responsibilities of all personnel who provide services in the Buzz Westfall Justice Center’s health care system.
- III. **RESPONSIBILITY:** All Corrections Medicine staff are responsible for the content of this policy and procedure as well as adherence to the policy.
- IV. **PROCEDURE:**
 - 1. All job descriptions are approved by Saint Louis County Department of Public Health and do not require duties beyond the legal limitation of any licensing body.
 - 2. Job descriptions are reviewed annually and shall be updated as necessary. Job descriptions shall be posted on the Corrections Medicine SharePoint Site.
 - 3. Descriptions of job expectations are listed on each staff members’ yearly Performance Appraisal.