

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1432100**

**Coordinator Health Services Education, M-2**

Brief Description of Class

The Coordinator Health Services Education coordinates, develops, evaluates, and implements HIV/AIDS and various infectious disease health services education programs within the Department of Corrections and Community Supervision (DOCCS) as part of the Quality Improvement Program education initiative with incarcerated individuals and staff.

Distinguishing Characteristics

*Coordinator Health Services Education:* supervisory; one position class; under the direction of the Director Correctional Nursing Services, supervises the Department's Nurse 3 (Correctional Services); manages and coordinates the Continuing Improvement Program education programs; and coordinates HIV services provided by community groups and other agencies with DOCCS programs.

Illustrative Duties

Coordinates and monitors DOCCS HIV/AIDS Continuous Quality Improvement Program and other health related training initiatives.

- Reviews facilities compliance with the Continuous Quality Improvement Program and with other program requirements.
- Ensures programs meet appropriate standards as determined through the Continuous Quality Improvement Steering Committee.
- Maintains accurate records, meeting minutes, and the Department's HIV special provider credentials database.
- Chairs HIV Steering Committee and coordinates HIV Guidelines Committee and Quality Improvement Committee.

- Provides guidance and technical direction to Infection Control Nurses, facility health care managers and service providers.
- Develops DOCCS policies and procedures for HIV/AIDS related health care training.

Coordinates program activities with other agencies and community groups.

- Coordinates HIV/AIDS Committee and special projects work with the Department of Health Aids Institute and with other agency programs.
- Works with community organizations and agencies to access, evaluate, develop, and promote incarcerated individuals' education programs.
- Represents the interests of DOCCS HIV Program planning group to the Criminal Justice Committee.
- Coordinates HIV Hotline service for incarcerated individuals.
- Ensures access for incarcerated individuals receiving services from Department of Health contractors or direct care staff.

Develops, implements, and evaluates health services education initiatives.

- Reviews staff adherence to health services and other mandated educational requirements, reporting deficiencies to supervisors.
- Coordinates with community agencies and groups efforts to assess, promote, and evaluate incarcerated individuals' education programs.
- Manages and evaluates the Albany Medical Center's Teleconference Education Initiative developed for incarcerated individuals and staff.
- Plans, develops, implements, and evaluates health service education programs for DOCCS staff.
- Reviews curricula and provides technical assistance for the Nurse Education Unit.

Performs HIV/AIDS Administrative duties.

- Provides coverage for Nursing Bureau and Director of Nursing during absences.
- Provides quarterly reports, updating DOCCS Health Services Administration HIV/AIDS, Quality Improvement Program and mandatory staff education and special credentialing program requirements.

- Attends Infection Control Unit meetings to update staff on progress and new HIV/AIDS treatment developments.
- Attends regional DOCCS meetings necessary for enhance staff HIV/AIDS education programs.
- Reviews and disseminates to DOCCS HIV/AIDS literature and reports.
- Identifies and monitors HIV/AIDS counseling and testing.

Performs the full range of supervisory duties over staff such as completes performance evaluations, reviews and approves time and attendance, and establishes program guidelines, priorities, and deadlines.

### Minimum Qualifications

Promotion: one year of permanent service as a Supervisor Communicable & Infectious Disease Control.

Open Competitive: possession of a New York State Registered Nurse License and current registration; and graduation from a baccalaureate program in nursing and four years of full-time clinical nursing experience (obtained after receipt of a registered nurse's license) with patients, of whom 35% or more had been diagnosed with an infectious disease or HIV/AIDS. Two years of this experience must have involved administration and supervision of a staff of clinical health professionals. Completion of a master's or doctoral degree program in nursing may be substituted for one year of the required clinical nursing experience.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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