

WASHINGTON COUNTY
Job Description

JOB TITLE: Nurse

Exempt (Y/N): Yes

OFFICE: Sheriff's Office

DATE PREPARED: August, 2008

SUPERVISOR: Sergeant

SUMMARY:

Under minimal supervision by the Sergeant, the incumbent is responsible to provide daily general medical care and treatment for approximately 650 detainees, as well as meeting State and Federal mandated regulations. Treatment of TB and other diseases and the collection of DNA samples on all detainees as required by law. Serving under the direction of a physician, the Nurse will oversee the physical and mental wellbeing of all detainees. Even though the patients are incarcerated, the detainees' medical information is protected as privileged information not subject to the Freedom of Information Act. This position requires a high level of accuracy and handles in excess of \$150,000 in medicine and supplies on an annual basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Interview, screen, and treat detainees who request medical attention. Frequently exposed to detainees that are combative and verbally abusive.
2. Coordinate mental health screenings and make appropriate appointments for detainees. Interviews and make appropriate recommendations to Detention Center staff when detainees are potentially suicidal.
3. TB testing of all detainees within 14 days of custody and in the event of a positive test, coordinate with the Health Department a proper course of action and communicate to detention center staff.
4. Record physical findings and formulate plan and prognosis, based upon patient's condition.
5. As instructed by the Detention Center physician, contact hospitals, treatment centers, etc., to arrange for the detainees to visit a particular physician for treatment.
6. Discuss case with physician or other health professionals to prepare comprehensive patient care plan.
7. Follow directions of physicians who see detainees as patients and supervise medication and treatment instructions.
8. Administer medication for all detainees as prescribed by a physician.
9. Observe patients and report any adverse reactions to medication or treatment to medical personnel in charge.
10. Review all medical complaints of detainees and supervise any prescribed treatment for their

recovery.

11. Provide suggestions to Sheriff and staff concerning all medical and prevention programs for detainees and staff.
12. Monitor daily activities of the detainees pertaining to their physical and mental well-being.
13. Ensure that all assigned duties are performed efficiently.
14. May be called upon to perform life saving techniques, ie. CPR, allergic reactions or clearing airways.
15. Responsible for one of the areas within the Sheriff's Office, which has the potential for the greatest liability-medical treatment and care.
16. Responsible for keeping a physical medical file on all detainees, keeping all information current during the detainee's custody and ensuring the file is forwarded to appropriate personnel upon the detainee's release.
17. Administer TB tests and Hepatitis C injections to Sheriff's Office employees and maintain records of tests and injections.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED). In addition, completion of post high school nursing program that results in the LPN or RN designation. The incumbent must be registered nurse or LPN with a minimum of three years of experience as a nurse. The incumbent must be a trained professional in the medical field. In addition, the incumbent daily inputs all medicine and supplies inventories and usage amounts.

OTHER SKILLS and ABILITIES:

The incumbent must be able to communicate effectively with the detainees, staff, and hospital personnel, often under adverse conditions. The nurse has frequent contacts with the doctors, hospital person, etc., via telephone. The incumbent should be experienced enough to identify or notice any behavioral problems exhibited by the detainees relative to their mental stability and report findings to the staff. Must know the pitfalls of any possible mistakes or lack of referrals that would be reviewed by a federal magistrate or a jury. The incumbent must be extremely knowledgeable about cases that might later turn into a serious physical or medical long-term problem.

Must not have a felony conviction of any kind, and before selection into this position, must be able to withstand a complete background investigation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, stand, walk, and to use hands to handle or feel objects. The employee frequently is required to sit, kneel, or crouch, reach with hands and arms, and taste or smell. The nurse must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an adverse environment where there is a need to be aware of potential violence at all times. The noise level in the work environment is usually moderate.