

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CORRECTIONS NURSE
CLASS CODE: 3085
EFFECTIVE DATE: 4/14/98 (Revised 5/29/96 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Sheriff / Jail

JOB SUMMARY

Performs nursing services for housed inmates at the County Jail.

CLASS CHARACTERISTICS

This is an LPN nursing classification that performs nursing services for housed inmates at the County Jail.

ESSENTIAL FUNCTIONS

Determines appropriate medication to give inmates based on past inmate medical history; Administers the appropriate medications and ensures the medication is consumed.

Stocks medication cart and monitors medication inventory and storage.

Administer injections.

Receives and investigates medical complaints.

Orders medications and over-the-counter supplies through the nurse supervisor and pharmacy when needed.

Drives assigned vehicle to pick up medications and supplies.

Documents and keeps detailed records of medication given to inmates.

Coordinates with housing staff to accomplish medication pass in a secure environment.

Documents all medical requests by inmates and all nursing services rendered to inmates.

Follows-up on inmate treatments with psychological, medical, and dental health care providers.

Maintains medical history files for inmates.

Determines needs for special diets and works with the kitchen to cater to these needs.

Assesses potentially suicidal inmates and provides follow-up care including scheduling evaluations by WMH.

Writes incident reports, including notes on noncompliance or behavioral problems, for legal documentation.

Renders first aid for injuries as they occur.

Assesses all new inmates and completes appropriate forms.

Performs a medical screening and evaluation on all inmates.

Performs EKG, drug testing, TB testing, and phlebotomy services and completes the appropriate paperwork.

Schedules inmates to receive physical examinations and assists the doctor in these examinations.

Informs and reassures family and concerned parties about inmates' health status.

Answers inmates' health questions and educates them as needed.

Monitors and treats alcohol and drug withdrawal.

Assists jail doctor in consulting with or examining inmates.

Inputs computer record of doctors orders and prescribed medications for inmates.
Performs routine blood work and administers Hepatitis B shots for employees.
Trains inmates, officers, and administrators in First Aid, CPR, and diabetic treatment.

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Trains officers how to recognize signs and symptoms of mental illness and chemical dependency.
Participates in monthly nursing meetings and provides in-service training as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to learn and follow policies, procedures, manuals, etc.; Skill in nursing activities including injections, CPR, basic First Aid, blood pressure, hemoglobin, urinalysis testing, and venipuncture; Skill in counseling and teaching both inmates and jail personnel; Skill in writing comprehensive medical reports; Ability to establish and maintain accurate records and files; Skill in written and verbal communication; Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment; and Ability to detect and to avoid dangerous situations.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; Work is performed in a stockroom; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work requires the use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and / or life-threatening conditions; Work exposes possible bodily injury from angry and abusive inmates; other atypical conditions include being subjected to vulgar / offensive verbal threats and emotional stress from long hours in a negative / dangerous environment.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and One (1) year work experience in nursing. Selected applicants are subject to, and must pass a full background check.

LICENSING AND CERTIFICATION

Requires licensure as a Licensed Practical Nurse (LPN), CPR and First Aid certification; and Must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.