

POTTAWATTAMIE COUNTY – SHERIFF’S OFFICE

JAIL DIVISION

JOB DESCRIPTION

POSITION TITLE: Registered Nurse

DIRECT REPORT: Health Services Manager

SUPERVISES: None

PURPOSE OF POSITION: Responsible for providing professional nursing care to inmates at the County jail. Utilizes the nursing process to meet a variety of healthcare needs with ambulatory care as primary focus. Essential functions guided by nursing protocols.

ESSENTIAL FUNCTIONS:

1. Provides direct and indirect nursing care to meet physiological, psychosocial, and emotional needs of the inmate-patient within the framework established by jail administration. Delegates and supervises other nurses as directed.
 - A. Responds to and initiates care for inmate and staff medical emergencies throughout the jail facility. This includes the ability to perform continuous CPR until properly relieved.
 - B. Performs health assessments of inmate-patient in a variety of settings such as initial intake area, health care unit, and housing areas. Utilizes assessment skills that require a knowledge base of both normal and abnormal adult health status. Communicates assessment data in a comprehensive, orderly fashion verbally and in writing.
 - C. Performs histories and physicals on inmates. Plans nursing care by identification of inmate-patient needs based on assessments. Makes appropriate, timely referrals and initiates appropriate nursing care based on institutional policies and procedures. Documents plans appropriately.
 - D. Physically assists Physician in patient examinations and treatments. Performs venipuncture and I.V. therapy. Collects samples, specimens, and cultures per Physician orders, etc.

ESSENTIAL FUNCTIONS (continued):

- E. Implements nursing care and medical care orders in knowledgeable, safe and cost effective manner. Documents any and all nursing care provided and appropriate medically directed care in accordance with institutional policies and procedures. Documents incidents where treatment or care is not administered. Provides inmate education as an integral part of total patient care.
 - F. Implements and follows up on Physician/Dentist/Psychiatrist verbal and written orders. Evaluates and documents inmate-patient responses to aspects of healthcare and makes appropriate referrals to members of the healthcare team.
 - G. Administers and documents medications on the Medication Administration Record. Maintains accountability of all controlled substances and prescription medications according to state law and departmental policy.
 - H. Accepts assignments and extra duties with flexibility and willingness to participate in activities other than direct patient care.
2. Utilizes effective communication skills by demonstrating respect, concern, and courtesy in all interpersonal relationships.
- A. Communicates information in an accurate, concise, and timely manner.
 - B. Protects confidentiality of information in written and verbal communications.
 - C. Participates in problem solving activities of the healthcare team by attending meetings, utilizing positive interpersonal skills and appropriate channels to initiate change.
 - D. Functions as a role model for other health care unit personnel and maintains harmonious relationships with detention officers, inmate-patients and members of the health care team.
 - E. Assists with healthcare education/training for departmental staff.

ESSENTIAL FUNCTIONS (continued):

3. Uses current knowledge to promote a safe environment for providing healthcare to inmate-patients.
 - A. Maintains clinical area in clean, neat, safe manner and participates in required counts and cleaning assignments.
 - B. Adheres to Universal Precautions and other appropriate infection control practices.
 - C. Adhere to nursing and department safety and security policies and participates in disaster drills. Follows and enforces security regulations for keys, sharps, and controlled medications. Required to report safety issues and concerns to supervisor in a timely fashion.
 - D. Notifies Health Services Manager and completes required reports for job related injuries or accidents in accordance with departmental policy.
4. Maintains knowledge of and strictly adheres to operational and personnel policies to enhance the operation of the healthcare unit.
5. Regular and reliable attendance is required of this position. Employees are required to adhere to established work schedule and are required to report to work on time. In the event of an emergency or staffing shortage, the incumbent must be available to work beyond scheduled hours as needed. Responsible for on-call duty as requested, or as assigned by the Health Services Manager and as a result, must be available to work various shifts, holidays or weekends, as assigned.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of patient care and management including awareness of patient rights.

Knowledge of the principles, theories, and practices of nursing.

Ability to read and interpret medical and psychological reports and evaluations and apply common sense understanding to carry out instructions furnished in written or oral form.

Ability to communicate effectively in English, both verbally and in writing.

Ability to maintain an accurate and confidential system of communications, documents, and correspondence relating to patient care.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY (continued):

Ability to quickly analyze, retain composure, and utilize sound independent judgment and actions in stressful and emergency situations, occasionally with violent or hostile patients.

Ability to operate standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, etc.

Ability to work independently, prioritize work, meet deadlines, make decisions, and solve practical problems dealing with a variety of inmate health issues.

Ability to type accurately using a typewriter, word processor, and personal computer.

Ability to establish and maintain effective working relationships with governmental officials, detention staff, inmate-patients and members of the health care team.

ESSENTIAL EDUCATION, CERTIFICATIONS AND/OR LICENSES:

Graduate of an accredited School of Nursing with current licensure as a Registered Nurse in the State of Iowa or residing compact state. Must attend and participate in continuing education consistent with the requirements of the State Board of Nursing.

Must possess a current CPR certification and maintain it throughout the course of employment.

Selected applicants are subject to, and must pass, a full background check and employment physical which includes drug screen.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics 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.

Work is performed indoors in a detention facility and requires direct interaction with felon and misdemeanor inmates. An incumbent is exposed to potentially violent, intoxicated, and hostile inmates and can be exposed to bodily fluids and biohazards on an occasional basis.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS **(continued):**

An incumbent must have mobility of both arms and legs with the ability to move around the work area unassisted. Must be able to walk quickly and climb stairs. Must have the ability and range of flexibility to reach overhead, reach below knees, and to bend over or squat down to perform job functions. Must have the ability to stand or sit for extended periods of time.

An incumbent must have the dexterity in their hands to pick up small items, hand instruments and implements. Must be able to write patient information in medical charts daily, write reports, and treatment plans. Must have a sense of feeling in their hands and fingers to take a pulse rate, and palpate injuries. Must be able to lift, push, pull and carry cartons of medical and office supplies weighing up to 20 pounds on a frequent basis. Must be able to help lift, turn, and roll disabled inmates and to assist inmates in and out of beds, wheelchairs, toilet facilities, and showers on an occasional basis.

Work hours may occasionally be required before or after regular business hours. Noise level can be moderate to intense. Vision abilities, correctable to normal ranges, include close vision, distance vision, depth perception and the ability to adjust focus. Frequently uses peripheral vision to observe and monitor multiple persons and activity.

Communication abilities include the ability to talk and hear within normal ranges. The incumbent is required to listen to multiple audible inputs simultaneously, such as portable radio conversations, telephone conversations and/or conversations with inmates. Constantly uses voice to communicate with other detention officers, health care professionals and inmates in person and by telephone and two way radio. Clear diction and audible volume is required.