

Sevier County Job Description



Title: Licensed Practical Nurse I / II / Registered Nurse	Department: County Sheriff
Grade: LPN I - 16 / LPN II - 18 / RN - 23	FLSA Status: Non-Exempt
Job Code: LPN I - 330.1 / LPN II - 330.2 / RN - 230	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **working level professional nursing services** as needed to organize, coordinate and deliver medical care services and assure compliance with medical regulations within the county correctional facility.

SUPERVISION RECEIVED

Works under general supervision of a contract physician and/or Sergeant

LPN I: Close to General / **LPN II:** General / **RN:** General

SUPERVISION EXERCISED

LPN I: None

LPN II: May provide some training to LPN I

RN: May provide supervision or training on a project by project basis

ESSENTIAL FUNCTIONS

For all Nurse Levels

- Assesses inmate medical needs and responds to medical emergencies by following nursing protocols and physician orders;
- Maintains medical records and files and documents all medical related information regarding inmates;
- Transcribes physicians' orders into computer, fills prescriptions, and administers medication as directed by the medical provider;
- Determines the need of a medical provider, sets priorities and schedules visits with the medical provider and with other health agencies including dentist, x-ray, laboratories and others;
- Assists physicians and other medical professionals engaged in providing health care services to inmates;
- Responsible for obtaining blood and other specimens and packaging and transportation of specimens;
- Makes recommendations for mental and health care and/or referral according to nursing protocols;
- Assesses potential or obvious suicidal inmates and coordinate care plan with mental health provider and jail staff;
- Ensures medications are labeled, packaged and securely sealed for later administration;
- Inventories, orders & restocks medical supplies and monitors medication inventory and storage;
- Obtains medical records or verbal confirmation from hospitals, physicians, etc., to provide accurate care to ensure proper safety and management of medical conditions;
- Informs staff of proper maintenance of certain medical conditions;
- Maintains documentation of all inmate related information including observations, interviews, phone contacts and other information deemed necessary to ensure the inmate's physical and emotional welfare is maintained;
- Performs routine TB testing for Sheriff's Office staff as well as Sevier County Drug and Alcohol's TB placement and reading;
- Responds to telephone calls and inquiries from family members and jail staff regarding inmate medical conditions;
- Assists food service staff in dealing with special dietary issues;
- Picks up prescriptions and administers non controlled medications;
- Monitors and treats drug and alcohol withdrawal.

LPN II *(in addition to the essential functions outlined for LPN I)*

- Assists in training of other nurses and may supervise some individual projects.

RN *(same essential functions outlined for LPN I and II)*

- Reviews the medical screening forms and interviews inmates to complete medical assessment;
- Administers controlled medications;
- Reviews and updates department policies as needed;
- Provides medical-related training to employees as needed.

MINIMUM QUALIFICATIONS

1. Education and Experience:

LPN I: Graduation from high school or equivalent, plus an associate degree or two (2) years of years of technical/professional training and one (1) year experience in practical nursing.

LPN II (in addition to the education and experience for LPN I): Three (3) years performing the above related functions at Sevier County or five (5) years progressively responsible experience as a Nurse in a jail or prison with one (1) of those years being performed with Sevier County.

RN: Graduation from an accredited Registered Nursing program plus two (2) years of experience in above or related duties.

*An equivalent combination of education and experience may be considered for all Nurse Levels.

2. Required Knowledge, Skills, and Abilities:

All Nurse Levels Working knowledge of

- Nursing theory and practices;
- Research methods in the evaluation of statistical data;
- Sanitation and nutrition;
- Behavioral characteristics of mentally ill and methods of dealing with aggressive behaviors;
- Computer operations and various soft ware applications (Windows, MS Office, etc).

All Nurse Levels Skill in

- Nursing assessment methods and practices;
- Use of various medical instruments, i.e., sphygmomanometer, Stethoscope, Pulse Oximeter, Otoscope, Thermometer, Glucometer, Hemoglobin meter, Urinalysis, Peak Flow meter, Oxygen Concentrator, Portable Oxygen tank, Nebulizer, etc.

All Nurse Levels Ability to

- Perform venipuncture;
- Speak, read, and write the English language is essential;
- Exercise initiative, independent judgment and to act resourcefully under varying conditions;
- Assist in the development of patient care plans;
- Communicate effectively both oral and written material;
- Develop effective working relationships with employees, elected officials, other agencies and the public;
- Establish and maintain accurate records and files.

3. Special Qualifications:

- Current licensure as an LPN or RN in the State of Utah.
- Valid driver's license with clean driving record.
- Ability to obtain BLS (CPR and AED).
- Resident of Sevier County.

4. Work Environment:

- Work is performed inside the locked down facility in such areas as the medical office, holding, pre-booking, cell blocks, recreational yard, kitchen, sally ports, and any other area that a medical incident may occur.
- Work may be performed in very noisy areas and exposure to odors, fumes, and poor ventilation.
- Exposure to contagious or infectious diseases or hazardous chemicals is common.
- Work requires use of protective equipment such as gloves, masks, goggles.
- Exposure to unknown, dangerous and or life-threatening conditions.
- Exposure to possible bodily injury from angry, abusive and unstable inmates; other conditions include being subjected to vulgar, offensive verbal threats or comments and emotional stress from long hours in a negative or dangerous environment; Exposure to objects including needles and other medical equipment, sterile and contaminated.
- Continuous need for quick thinking, improvising and awareness of surrounding.
- Moderate physical endurance such as long periods of standing, walking, recurring bending, crouching, stooping, stretching, reaching and similar activities.
- Recurring pushing and pulling. Lifting of moderately heavy items, such as equipment, and supplies.
- Specific but common physical characteristics.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. 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. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)