



Corrections Registered Nurse

Job Description

Department: Sheriff
Position: Career Service
Starting Step: 49, Table 14
Supervisory: No
Reports to: Nursing Supervisor - Corrections

Summary

Under general direction of the Nursing Supervisor–Corrections, this role is responsible to assess inmates’ medical needs and ensure proper care is received. This position will order medication and supplies, teach officers and inmates first aid and health education, and verify accuracy of medical bills.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide direct patient care to the inmates in the Utah County Security Center within the scope of practice as outlined in the Utah Nurse Practice Act, and according to jail policy and protocols. Care provided includes medical, dental and mental health assessments, medication administration, intake screening, phlebotomy, emergent and life-saving medical intervention.
2. Carry out the orders of medical and mental health providers such as lab tests, interventions, and medication administration in a timely manner.
3. Adequately document all care and interventions in the electronic medical record (EMR).
4. Communicate pertinent information to, and coordinate with medical and mental health providers, medical division administration, security and other staff while maintaining confidentiality of patient information per policy and law (such as HIPAA).
5. Communicate with outside medical and mental health providers and pharmacies to acquire inmate medical information for the purposes of prescription verification and continuity of care. Maintain patient confidentiality, per HIPAA, while doing so.
6. Attend staff meetings and training as required to maintain and learn skills to provide appropriate care consistent with community standards.
7. Conduct inventory, count and documentation of all medications and controlled substances according to jail policy and state law. Assist in ordering medications, utilizing cost-effective measures.
8. Supervise nursing staff, as assigned in the absence of the Corrections Nursing Supervisor.
9. Make recommendations regarding the hiring, training, work assignments, performance evaluation and retention of nursing staff.

Knowledge, Skills, and Abilities

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Class Title: Corrections Registered Nurse
FLSA: Non-Exempt
Effective Date: 7/20/2017
Public Safety: No

Worker’s Compensation: County
Background Level: Civilian
Safety Sensitive: Yes
DOT: No

Skill in current 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
Skill in written and verbal communication
Skill in ordering and ensuring the safety of medicine
Ability to learn and follow policies, procedures, manuals, etc.
Ability to establish and maintain accurate records and files
Ability to maintain cooperative relationships with those contacted in the course of work activities
Ability to assess physical and mental status of inmates and refer them to appropriate medical, dental or psychiatric care within a 14-day evaluation period
Ability to perform an EKG and assess results
Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
Ability to detect and to avoid dangerous situations

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but may be performed in a stock room. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This job exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals. This position requires the use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to unknown, dangerous, and / or life-threatening conditions. This job 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. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to very noisy. This position may occasionally require driving a motor vehicle.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and

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ability to adjust focus. The employee is required to type, file and lift office supplies or equipment up to 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Associate’s degree in Nursing from an accredited college or university

Preferred Education and Experience

1. Bachelor’s degree in Nursing from an accredited college or university

Additional Eligibility Qualifications

1. Applicants must possess a current State of Utah Registered Nurse license
2. Applicants must possess current CPR certification
3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
4. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

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HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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