

## CLASSIFICATION SPECIFICATION



<b>CLASSIFICATION:</b>	Correctional Facility Licensed Vocational Nurse	<b>ESTABLISHED:</b>	Circa 1987
<b>ALLOCATION:</b>	Health and Human Services Department	<b>REVISED:</b>	December 2009
<b>FLSA STATUS:</b>	Non-Exempt		
<b>UNION AFFILIATION:</b>	YCEA		

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### **JOB SUMMARY:**

Under limited supervision performs routine, correctional facility and paraprofessional nursing services in the County Jail and/or Juvenile Hall; assists registered nurses in providing responsible in-mate care; administers prescribed medications and treatments to in-mates; prepares, maintains and distributes medical supplies and equipment and performs related work as assigned.

This is the journey Paraprofessional level in the correctional facility nursing series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the County Health Officer. This class is distinguished from the Correctional Facility Registered Nurse in that the latter is a professional-level nurse, possessing appropriate licensure in the State of California and by level and intensity of the nursing care provided.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Performs routine in-mate care and paraprofessional nursing duties, including performing catheterizations.
- Prepares and administers oral, intramuscular and subcutaneous medications per physician's orders.
- Charts, interprets and executes oral and written instructions received from the physician.
- Maintains nursing notes of changes in physician orders, in-mate progress and condition and response to medications.
- Assists physician with a variety of treatment and examination procedures, including placement and removal of casts and minor surgical operations.
- Washes, sterilizes, wraps and arranges equipment and supplies.
- Initiates and/or responds to cardiac and respiratory arrest alerts; administers first aid and basic nursing care until the arrival of a paramedic team.
- Removes, cleanses, medicates and re-bandages sterile wound dressings.
- Measures and charts vital signs, including blood pressure, pulse, temperature, height and weight; charts in-mate status observations.
- Maintains an inventory of supplies; orders and restocks clinic room; maintains security of the nursing office and controlled substances within the secured setting.
- Performs venipunctures and standard laboratory tests, if appropriately certified.
- Performs assessment of in-mate conditions; determines the necessity for referrals and schedules appointments and follow-up visits for outpatient clinics or the hospital.
- Provides in-mate education regarding conditions/topics such as diabetes, hypertension, nutrition and weight loss, and techniques such as breast self-examination.
- Maintains a daily log of laboratory work performed and medications dispensed.
- Prescreens in-mates requesting to be seen by a physician following established protocol.
- Obtains sputum, urine and stool specimens for laboratory analysis; performs blood glucose tests; prepares accompanying documentation and sends samples to the laboratory.
- Provide good customer service through building and maintaining positive working relationships with staff, in-mates and others.
- Complies with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); complies with all relevant laws and regulations regarding confidentiality.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintains examination and treatment rooms in an orderly and sterile condition.
- Processes in-mate admission and discharge.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Principles and practices of licensed vocational nursing, including specialized vocational nursing procedures.
- Methods and techniques of infection control, sterilization and asepsis.
- Information and techniques needed to diagnose and treat human injuries, diseases and deformities; including symptoms, treatment alternatives, drug properties and interactions, communicable disease prevention and preventative health-care measures.
- In-mate hygiene and patient care.
- First aid and CPR methods and techniques.
- Applicable laws, codes and regulations.
- Medical terminology and charting practices.
- Use and care of specialized medical equipment and supplies.
- Relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property and institutions.
- Effective techniques for dealing with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.

### **Skill in:**

- Providing specialized paraprofessional nursing care in a correctional facility.
- Operating, cleaning and adjusting specialized nursing equipment.
- Maintaining accurate records and charts, including operating and maintain automated in-mate records.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Prioritizing assigned duties and working effectively with interruptions.
- Proper sterilization procedures and proper handling of human samples including human fluids and waste.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Being aware of others' reactions and understanding why they react as they do.
- Interviewing and obtaining accurate information from a diverse client population.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

### **Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Apply institutional rules, policies and regulations to maintain safety.
- Recognize when something is wrong or is likely to go wrong.
- Establish and maintain effective working relationships in a diverse work force and community.
- Take action on controversial issues that may conflict with personal values and interact with others in a non-judgmental manner.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or antisocial behavior.
- Accept criticism and deal calmly and effectively with high stress situations.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard

office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

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

**Work Environment:**

- Work in a secured correctional facility.
- Work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.
- Possess and maintain a valid license as a Licensed Vocational Nurse in the State of California; must provide proof of re-certification within 10 calendar days prior to expiration.
- Possess or ability to obtain a valid First Aid and CPR Certifications within one (1) year of appointment to classification and maintain annually thereafter.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting
- Rotational shift work to include nights, weekends and holidays.
- Must complete periodic continuing education coursework as required to maintain active licensure.

**Education and Experience:**

**MINIMUM:** Graduation from an accredited nursing school as required to obtain California registration as a Licensed Vocational Nurse.

**PREFERRED:** In addition to the minimum, two years of experience as a Licensed Vocational Nurse and experience working in a correctional or lock-down facility.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval: Suzanne Nobles  
Date:

Personnel Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

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