

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Correctional Facility Registered Nurse
ALLOCATION: Health and Human Services Department
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1990
REVISED: December 2009

JOB SUMMARY:

Under limited supervision provides skilled professional nursing care and assessment to in-mates in the County Jail and/or Juvenile Hall under the direction of a licensed physician and in accordance with facility policies and procedures; works closely with in-mates' family and other health care providers to coordinate ongoing care upon release and performs related work as assigned.

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

CLASS CHARACTERISTICS:

This position reports directly to the County Health Officer. This class is distinguished from the Senior Correctional Facility Registered Nurse in that the latter is the lead in the series and provides technical assistance and training. This class is further distinguished from the Registered Nurse in that the latter provides direct nursing services in a clinic or social services setting. Finally, this classification is distinguished from the Public Health Nursing series in that the latter possess a Public Health Nurse Certificate and have responsibility for health assessment, education, and disease prevention on a community-wide basis.

EXAMPLES OF DUTIES:

Essential:

- Provides health assessment and develops treatment plans for in-mates in secured County facilities.
- Holds daily sick calls within the facilities and provides treatment following standard protocols.
- Arranges physician appointments and works with physicians to provide the appropriate medical care.
- Contacts mental health providers for evaluation and treatment of emotional or psychiatric problems.
- Makes referrals to other County departments and community agencies that can provide the required services in a cost-effective manner.
- 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.
- 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.
- 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.
- Maintains a daily log of laboratory work performed and medications dispensed.
- Prescreens in-mates requested 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.
- Provides in-mate education regarding conditions/topics such as diabetes, hypertension, nutrition and weight loss, and techniques such as breast self-examination.
- 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.
- Follows departmental policy and procedures when administering medication, treatments, preventative and therapeutic procedures; documents actions in accordance with defined procedures.
- Confers with and reports to physician in-mate progress under the adopted treatment or care plan.
- Follows specified safety practices and procedures related to the work.

- Maintains current knowledge of procedures and policies; assists in orienting and training paraprofessional nursing and support staff.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of skilled nursing care in a correctional facility.
- Principles and practices of treatment plan development and follow-up.
- 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.
- Techniques for explaining medical matters to non-medical clients and employees.
- 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 skilled nursing services in a secured correctional facility.
- Assessing in-mate status and needs and taking appropriate action to provide for the modification of treatment plans as directed by a physician to maximize care effectiveness.
- Operating, cleaning and adjusting specialized nursing equipment.
- Interpreting, applying and explaining rules, policies, procedures and technical information.
- Analyzing and resolving varied nursing and in-mate care problems.
- Preparing clear and accurate reports, correspondence and written materials.
- Maintaining accurate records and charts, including operating and maintain automated in-mate records.
- Proper sterilization procedures and proper handling of human samples including human fluids and waste.
- 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.
- 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.
- Perform skilled nursing and make sound decisions in emergency 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 Registered 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 Registered Nurse.

PREFERRED: In addition to the minimum, a Bachelor's Degree in Nursing 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:

Signature: _____

Personnel Approval: Iva Seaberg
Date:

Signature: _____