

## **REGISTERED JAIL NURSE**

STANDARD NO(S):

NYSSA # 1,2,46,120,121,122  
NYSLEAP# 2.2,11.1

DATE:

January 21, 2010

REFER TO:

Gary S. Sullivan

### **I. OBJECTIVE:**

In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

### **II. POLICY:**

To establish a job description for Registered Jail Nurse in the Seneca County Correctional Facility.

### **III. DETAILS:**

#### **A. Employment Criteria – Registered Jail Nurse**

##### **1. Distinguishing Features of the Position**

- a. The work involves responsibility for the provision of professional nursing services as required in the care of either physically ill and/or infirmed patients of the Seneca County Correctional Facility.
- b. The work is performed in accordance with well established and accepted professional nursing practices, special orders from physicians, rules and regulations applicable to the Seneca County Sheriff's Office and local policies and procedures as set by the Seneca County Sheriff.
- c. The position involves the provision of a wide variety of professional nursing services to inmates including the dispensing of medication and the provision of special treatments as prescribed by physicians; the observation of inmates to monitor reactions to treatment and to note progress or regression so that supervisors and/or physicians can be informed.
- d. The position requires assisting in the maintenance of inmate charts and files.

- e. Work is performed pursuant to treatment and medication orders as given by physicians, under the direct supervision of either the physician or a higher-ranking nursing supervisor with some leeway allowed the incumbent for the exercise of independent judgment in carrying out professional nursing duties in accordance with the established routines.

## **2. Typical Work Activities (Illustrative Only)**

- a. Prepares and applies dressings and gives medication and nursing treatment as prescribed by physicians.
- b. Is responsible for the care of inmates including making medical rounds.
- c. Carries out therapeutic treatments as ordered by the physician or physician's assistant, including the giving of medications;
- d. Is responsible for observing symptoms and carrying out diagnostic procedures as ordered by the physician.
- e. Instructs inmate in regard to his/her diet, health habits, the carrying out of treatments, and rehabilitative measures as authorized by the physician.
- f. Makes a contact with appropriate welfare or health agencies as necessary to assure the inmates needed service or follow-up care.
- g. Performs related services for inmates in the prevention of disease and the attainment of maximum health.
- h. Compiles and maintains a variety of nursing records, reports and information.

## **B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:**

- 1. Good knowledge of nursing principles and techniques and their relation to medical and surgical practice.
- 2. Good knowledge of materia medica, sanitation, personal hygiene, and dietetics.
- 3. Skill in the application of nursing techniques and practices
- 4. Ability to carry out successfully the therapeutic measures prescribed.
- 5. Ability to follow technical oral and written instructions

6. Ability to keep records and make reports
7. Ability to get along well with patients, physicians, and others.
8. Good powers of observation, mental alertness, firmness, patience, emotional stability and neatness.
9. Sympathetic attitude towards the sick;
10. Initiative and resourcefulness;
11. Physical condition commensurate with the demands of the position.

**C. MINIMUM QUALIFICATIONS:** Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse and:

1. 1 year of full time or equivalent part time paid experience as a Registered Professional Nurse in a health care facility.

**D. SPECIAL REQUIREMENTS:** Possession of a license issued by the State of New York to practice as a Registered Professional Nurse is required for appointment & possession of a valid New York State Driver's License.

**E.** The position of a Registered Jail Nurse must meet all civil service requirements.

**F.** The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

**G.** Seneca County is an Equal Opportunity Employer (EOE).