

HEAD JAIL NURSE

STANDARD NO(S): NYSSA # 1,2,46,120,121
NYSLEAP# 2.2,11.1

DATE: June 29, 2009

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 Head Jail Nurse in the Seneca County Correctional Facility.

III. DETAILS:

A. Employment Criteria – Head Jail Nurse

1. Responsible for supervision of all part-time nursing staff; hiring and - interviewing of prospective applicants;
2. Ongoing recruiting, training and orientation of nurses and medical officers;
3. Answer questions regarding medical needs of inmates, policies and procedures;
4. Responsible for implementation and medical training courses for all medication officers;
5. Responsible for reporting dietary needs of inmates to kitchen staff; coordinating care for inmates with special needs and disabilities including retaining interpreters or signers;
6. Performs employee evaluations of subordinate nursing staff, counseling memos, monitoring job performances;
7. Apply for necessary paperwork to ensure licensure for controlled substances at the jail;
8. Create, purge and update charts, documentation and other forms as necessary;
9. Copying, faxing, filing necessary paperwork as it pertains to medical records;

10. Responsible for ordering all supplies and make sure that items are in compliance;
11. Clerical work involving setting up appointments for inmates with outside clinics, providing statistical reports, Plan of Care, Discharge planning, chronic care clinics, etc.;
12. Prepare and report on budget within department;
13. Investigate grievances submitted by inmates against medical staff and answer inquiries from Commission of Corrections;
14. Set up and dispense medications to inmates as per physician orders, draw blood and deliver to hospital;
15. Perform physical assessments of all inmates within certain time frame of admission;
16. Responsible to respond to all emergencies and facilitate patient to emergency room, if necessary;
17. Perform daily vital statistics as ordered, as well as blood glucose levels and pregnancy and urine testing.

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

1. Thorough knowledge of health care management in a correctional setting;
2. Thorough knowledge of federal, state and local correctional health care regulations and standards;
3. Ability to plan, supervise and coordinate work of others;
4. Ability to communicate and interact effectively with inmates, professional personnel and public officials;
5. Ability to prepare technical reports and correspondence;
6. 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 either:

1. 3 years of post degree experience in a health care setting (hospital, nursing home, public health agency), 2 years of which must have included administrative, managerial or supervisory duties as a substantial portion of the work; OR
2. 2 years of administrative, managerial or supervisory experience providing health services in a correctional facility; OR
3. 2 years of professional nursing experience in a correctional health setting; OR
4. any equivalent combination of A, B or C above.

D. Special Requirements: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse & possession of a valid New York State Driver's License.

E. The position of a Head 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).