

Licensed Practical Nurse

STANDARD NO(S):

**NYSSA # 1,2,46,106,120,121
NYSLEAP # 2.2,11.1**

DATE:

March 1,2016

REFER TO:

W. Timothy Luce

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 Licensed Practical Nurse in the Seneca County Correctional Facility.

III. DETAILS:

A. Employment Criteria – Licensed Practical Nurse

1. Answer questions regarding the medical needs of inmates to appropriate sources;
2. Responsible for reporting dietary needs of inmates to kitchen staff;
3. Coordinating care for inmates with special needs and disabilities including retaining interpreters or signers;
4. Collect and follow-up with sick call complaints from inmates;
5. Collect clinical data and information for interpretation by Registered Nurse;
6. Create, purge and update charts, documentation and other forms as necessary;
7. Copying, faxing, filing necessary paperwork as it pertains to medical records;
8. Responsible for ordering medical supplies as necessary;

9. Clerical work involving answering the telephone, setting up appointments for inmates with outside clinics, providing statistical reports, discharge planning, chronic care clinics, etc.;
10. Set up and administer medications to inmates as per physician/nurse practitioner orders,
11. Collect specimens as ordered by the physician or nurse practitioner;
12. Collect data from all inmates and plant PPD test within certain time frame of admission;
13. Read PPD induration in millimeters (RN will determine “positive or negative”);
14. Responsible to respond to all emergencies and to facilitate patient to emergency room, if necessary;
15. 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 federal, state and local correctional health care regulations and standards;
2. Ability to communicate and interact effectively and professionally with inmates, professional personnel and public officials;
3. Ability to prepare technical reports and correspondence;
4. 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 Licensed Practical Nurse and:

1. One year of post-degree experience in a health care setting (hospital, nursing home, public health agency)

D. SPECIAL REQUIREMENTS:

Eligibility for a license issued by the State of New York to practice as a Licensed Practical Nurse; **possession of said license at time of appointment.**

Possession of a valid New York State Driver's License is required