JOB DESCRIPTION

Position: Registered Nurse/County Jail
Status: Non-Exempt/Merit
Reports to: Sheriff or designee
Date: April 2007

Primary Tasks:
Performs a variety of professional nursing services for inmates within the Cache County Jail facility; related to planning, organizing, monitoring and implementing nursing and medical care services.

Percent of Time Essential Functions
40% 1. Under the general guidance, may be responsible for, but not limited to:
   a. Provide inmate health care based on needs assessment and nursing care plan pertaining to mental health status and physical status; may diagnose initial medical complaints.
   b. Following health assessment, assist in assigning inmates to appropriate housing unit, check inmates on a daily basis or as needed, and continually coordinate inmate=s medical information to all others as apropos.
   c. Identify treatment(s) for inmate medical needs and perform treatment(s) as deemed necessary.
   d. When medical needs dictate, determine need for physician or other medical treatment(s), i.e. hospitalization.
   e. May develop, coordinate, and conduct specialized health care clinics and provide guidance and teaching directed at disease prevention;
   f. As assigned, may oversee health care duties of LPN, CNA, EMT, or other associated health care workers.
   g. Perform physical exams to check for special health problems.

40% 2. Responsible for the medication and inmate medical records, to include:
   a. Proper implementation of physician=s orders or prescriptions.
   b. Assist in maintaining both an accurate inventory of medication(s) to ensure ample quantities for inmates, and a control process in order to purchase additional medical supplies and prescriptions in a timely manner.
   c. Order required medications, and perform the dispensing of medications to inmates.
   d. In the jail computer data base, record and maintain new and revised medications, and record clear, concise, and accurate information pertaining to all treatments performed.

15% 3. Responsible for both inmate and jail security and perform other tasks as assigned by supervision, to include but not limited to:
   a. Secure all areas when entering and leaving.
   b. Perform jail matron duties, as needed.
   c. Provided weekly activity reports on nursing duties related to planning, organizing, directing, monitoring, and/or implementing nursing and medical care services for the county jail.

5% 4. Perform other duties as assigned or required.
Skills (S) & Knowledge (K) Requirements:

K 1. Qualifications may include graduation from an accredited college or university with an associates degree in nursing; must be currently licensed; desire experience in general medicine.

S 2. Ability to speak, read, and write the English language is essential; ability to speak, read, and write Spanish is a plus.

K 3. Must be 21 years of age, and must consent to and successfully pass a criminal background investigation.

S 4. Must have experience with personal computers, good key boarding experience and good writing and spelling skills; experience with Windows, Word or WordPerfect, is desirable.

S 5. Must be able to follow complex oral and written instructions.

S 6. Must be currently BLS certified and able to assess a large variety of medical situations.

S 7. Must have the ability to remain calm, think clearly and act rapidly in an emergency situation; must be able to bend, stoop, twist and turn, climb up and down stairs, and occasionally lift up to 50 pounds.

K 8. A working knowledge of jail policy and procedures is a plus.

K 9. Must be willing to maintain a flexible schedule to accommodate additional work time as necessary.

Personal Characteristics:

- Must be highly motivated and a self-starter.
- Must possess strong people skills, be cooperative, and exercise professional deportment in areas of public relations.
- Must have a high level of integrity and honesty, and sustains and up-holds the law.
- Must be able to stay focused on the task while stationed in a busy environment.
- Must be punctual and reliable.
- Must be a team player who enjoys interfacing with people and is non-judgmental of others.
- Must have a positive attitude and willing to accept new responsibilities as required.