

Job Description – Nurse Position

HEALTH CARE SERVICE RESPONSIBILITIES

A single position reporting to the Nurse Supervisor.

- Coordinates the delivery of health care services to inmates including medical, dental, mental health and substance abuse.
- Assists deputies, as needed, with medical intake procedures.
- Assists in the development of protocols for emergency medical treatment at offsite facilities as well as in the jail.
- Conducts sick call in the jail consistent with accepted medical practices, standards and jail policy and procedures.
- Obtains and maintains the certification to perform intravenous procedures in the jail.
- Attends training to stay current on health service practices in a correctional facility.
- Contributes to the overall security of the jail.
- Participates in the monthly review of inmate medical files.
- Seek and obtain Certification as a Certified Corrections Health professional within 18 months of hire.
- Strive to meet and exceed all standards as set by NCCHC for Jails.

HEALTH CARE SERVICE DUTIES

- Obtains a health history and performs an assessment on persons that are arrested and booked into the jail.
- Provides input on housing assignments when issues of illness, injury, communicable disease or psychiatric concerns are present.
- Administration of medication:
- Stocking medications
- Accounting for controlled substances
- Monitoring expiration dates of medications
- Ensuring all records placed in inmate medical files are in chronological order in the proper medical category.
- Communicates with inmates previous care providers and obtains records from previous care providers, as needed.
- Consults with Health Authority on treatment issues as necessary.
- Orders emergency care when necessary.
- Assists in facilitating crisis care when ordered for Mental Health/Psychiatric patients.
- Makes appointments with outside health care facilities and/or physicians as needed or ordered by Physician.
- Orders transports for outside appointments.
- Performs all treatments of inmates within the scope of licensing.
- Prepares and sends a care summary as needed when an inmate is transferred to another facility.
- Call a verbal report to other health care entities when sending out for urgent or emergent case.
- Assists in maintaining cleanliness of the Health Services Department.
- Pays particular attention to court actions that may impact an inmates emotional state.
- Will communicate any concerns, regardless of how insignificant it may seem at the time, to the Nurse Supervisor, Jail Administrator or Shift Supervisor.
- Participates in the orientation and training of newly hired deputies in regard to delivering health care services to inmates, as requested by the nurse supervisor.

- Be available by phone, as needed, to assist deputies in resolving inmate health care issues that arise.
- All other duties as assigned.

PUBLIC RELATIONS

- Interacts with members of the public and inmates family members in a friendly, helpful and professional manner on the telephone and in person.
- Maintains confidentiality on all official business.

ADMINISTRATIVE/PERSONNEL DUTIES

- Maintain health care files consistent with the standards of the health care profession and policy and procedure of the Carbon County Jail.
- Participates in revising and updating the medical policies of the Carbon County Jail as needed.
- Assists in the development of forms that are unique to the jail health area.
- Maximizes the delivery of health services within the jail.

COMPENSATION AND HOURS

- **Salary Range:** Not Available, DOE (Depends on Experience)
- **Other Benefits:** 401K, Dental, Flexible Benefit Account, Holidays, Life Insurance, Medical, Retirement/Pension, Sick Leave, Uniform Allowance, Vacation, Vision
- **Full or Part Time:** Full Time (35 Hours or More)
- **Job Duration:** Over 150 Days
- **Type of Job:** Regular