



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Public Health Nurse II – Jail Nurse</b>	<b><i>Created</i></b>	June 2010
<b><i>Department</i></b>	Sheriff's Office	<b><i>Revised</i></b>	
<b><i>Job Class</i></b>	A 17 O 3	<b><i>Safety Sensitive</i></b>	Yes
<b><i>Labor Union</i></b>	Oregon Nurses Association	<b><i>FLSA</i></b>	Non-exempt

## ***Purpose***

Duties include a variety of professional nursing and routine medical services which are related to the health care of inmates legally in the Clatsop County Jail, using independent judgment in the triage and assessment of medical, dental, and mental health problems of inmates. The jail nurse operates under the direction of the jail physician(s), Sheriff, Jail Commander, and the Nursing Supervisor of the Clatsop County Department of Public Health, and works with jail health care staff, corrections staff, and outside providers in the provision of inmate health care.

## ***Essential Functions***

- Perform professional nursing duties following the Health Care Policies and Procedures of the Clatsop County Corrections Facility.
- Maintain compliance with the Nurse Practice Act and applicable laws, administrative rules, and guidelines.
- Obtain and record inmate medical histories.
- Perform physical assessments of inmates.
- Review intake health assessments done by corrections staff and follow up on any noted medications or health concerns.
- Provide information as directed by the sheriff or the courts.
- Manage the prescribing, procurement, administration, security, storage, inventory, and disposal of pharmaceuticals within the facility.
- Train and delegate authority to corrections staff to administer medications to inmates.
- Coordinate sick call by the jail physician(s).
- Coordinate sick call by the outside mental health specialist.
- Maintain inmate medical records and files. Submit reports and program statistics as required.
- Maintain the nursing workstation in a safe and orderly condition.
- Review and triage inmate medical request slips and evaluate, treat, refer, and follow up as determined necessary and appropriate.
- Attend jail staff meetings to review policies and procedures and to update information regarding the provision of medical services.
- Work cooperatively with public health staff regarding communicable disease control and other issues affecting the jail population.



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## ***Mandatory Qualifications***

Graduation from an accredited school of nursing with a diploma; from an accredited two-year college with an associate's degree in nursing; or graduation from an accredited four-year college or university school of nursing with a bachelor's degree in nursing. Ability to use independent judgment and to work well with corrections staff. Ability to understand and carry out technical instructions regarding patient care. Ability to deal professionally and respectfully with patients.

## ***Desired Qualifications***

Some knowledge of institutional health requirements, laws, administrative rules and guidelines. Background in public health, psychiatric, emergency, medical/surgical, and critical care nursing and chronic disease care and management.

## ***Physical Demands***

Physical demands of the position are minimal involving moving books, files, equipment, etc.

## ***Working Conditions***

Duties involve working clinic environment in a correctional facility. Employee may come into contact with violent and combative individuals requiring considerable communication skills. Some individuals may be under the influence of drugs/alcohol, mentally ill or have communicable diseases.

## ***Supervisory Responsibility***

Supervision of other employees is not a typical responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.