



JOB DESCRIPTION

Title	Clinic Manager/Nursing Supervisor – Jail	Created	August 2023
Department	Sheriff's Office	Revised	
Job Class	M 7	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Supervises the nursing programs and staff within the jail. Performs administrative, management, and training duties. Works with the community to assess and coordinate programs. Serves as part of a multi-disciplinary supervisory team. Performs clinical duties of a registered nurse.

Essential Functions

- Supervises nurses and other assigned staff. Supervisory duties include scheduling and directing work, coaching, appraising performance, and providing consultation to staff. Works with the Public Health Director and Human Resources to recruit and onboard new employees.
- Establish standards and directs nursing practices to ensure high quality professional service and compliance with the Nurse Practice Act and National Commission on Correctional Health Care standards.
- Participates in the development of departmental and program policies and procedures.
- Provide staff development and ongoing training resources and in-service education programs for nursing staff as well as individual guidance, performance evaluation, and other staff development techniques.
- Perform scheduled reviews of chart notes and inventory tracking procedures, and monitors policies/procedures to ensure current compliance requirements are being met.
- Maintain records and required data collection systems for projects and write required reports. Ensures all client assessments are completed according to schedule.
- Prioritize services and allocate staff accordingly, including the delegation of appropriate patient care to other members of staff.
- Participate in budget, grant preparation, and expenditure monitoring.
- Ensure medical staff practice within the scope of their license to reduce liability.
- Receive orders from a provider, initiate and intervene in patient care, and advocate for patient rights.
- Provide evidence-based patient care that meets community standards and clinical guidelines.



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- Perform peer reviews, assist in administrative processes that include quality review and other clinical process reviews. Assist with addressing medical grievances and outline plan of care that meet clinical guidelines for the community.
- Maintain clinical oversight regarding care, medication administration, and clinical processes that include treatment plans and appropriate follow up with specialists or outside providers.
- Act as a resource for the medical unit and assist in providing patient care, medicine administration, and other clinical tasks. Train and supervise nursing competencies as required by the state board of nursing.
- Act as a liaison between medical and the custody staff knowing the challenges of the unique population needs and lifestyle issues, to reduce barriers to care and facilitate appropriate care as deemed medically necessary by a licensed health professional.
- Assist in making policies that incorporate corrections environment and medical.
- Bill insurance and review/audit invoices for services provided outside the jail medical facility.
- Performs related duties as required.

Required Qualifications

Requires a bachelor's degree in nursing or equivalent combination of experience and training from an accredited school of nursing including a minimum five (5) years' increasingly responsible experience in nursing supervision and program management. Currently licensed by the State of Oregon as a Registered Nurse. Requires excellent written and verbal skills.

Requires knowledge of and familiarity with:

- Awareness of 8th and 14th amendments.
 - Nursing diagnosis and patient education including diagnosis and treatment of communicable diseases.
 - Meeting all deadlines and working independently in cooperation with agency, community, and industry representatives.
 - Medications, patient care, and community standards.
 - Maintaining confidentiality of sensitive information.
 - Teaching and working with professional and lay groups, and supervising nursing professional, technical, and para-professional personnel.
 - Staff supervision and strong team building.
 - Effective time management and organization.
 - Overseeing administrative details.
 - Working with culturally diverse populations.
 - Working effectively as part of an inter-disciplinary team.
 - Willing to work a flexible schedule including weekends and after hours.
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- Must be able to use independent judgement and to work well with corrections staff. Able to understand and carry out technical instructions regarding patient care and to interact professionally and respectfully with patients.

Desired Qualifications

Masters in public health, nursing, health administration, or business administration. Some knowledge of intuitional 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 for this position are minimal consisting of occasional moving of files, books, and materials up to 25 lbs. This position does require standing, walking, climbing stairs, and sitting for long periods.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Duties are performed in a working clinic environment within 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. There is a high potential for exposure to people with infectious diseases. Working with or around controlled or hazardous substances is a normal part of the job.

Supervisory Responsibility

Direct supervision of no more than 3 nurses.

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.

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