



POSITION DESCRIPTION Correctional Facility Nurse

POSITION SUMMARY:

The nurse is responsible and accountable for prescribing, delegating and coordinating the nursing and/or mental health care to inmates and assisting in their rehabilitation.

POSITION DESCRIPTION – Correctional Facility Nurse

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and facility wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in fire (actual/drill)
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Facility-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Facility-wide approach to Performance Improvement
13. How department is involved in facility-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report an event
21. Sexual Abuse/Allegation Reporting

Certifications

22. BLS card Exp date:
23. Other Certification Exp date:

Patient Safety

24. Non-punitive medical/healthcare reporting
25. National patient safety goals
 - Accuracy of patient identification using patient's name and birth date
26. Fall prevention measures
27. Suicide risk factors

STANDARD

- 29. Medication safety
 - Look alike, sound alike medications
 - Dangerous abbreviations list
 - Double check system for Heparin and Insulin
 - Safe storage and use of narcotics
 - Check system for infusion pump drug, rate and concentration
- 30. Verbal order/critical test results repeated and verified
- 31. Sentinel events alert
 - Preventing needle sticks and sharps injuries
 - Nosocomial infections
 - High alert medications
 - Operative and post operative complications
 - Transferring medication to sterile field
 - Medication errors related to dangerous abbreviations

Department Core Competencies

- 32. Implements the nursing process with inmates including carrying out physician/medical authority orders regarding diet, medication and treatment
- 33. Ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments
- 34. Ability to develop therapeutic relationships with inmates and their caregivers
- 35. Documents in an accurate, timely manner
- 36. Identify and document inmate/staff educational needs and implement ongoing education relevant to those needs
- 37. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan of care
- 38. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population
- 39. Monitors and ensures quality care through observation and evaluation; reports on physiological and mental health status of inmates
- 40. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 41. Identifies cultural and religious needs, language barriers, physical and psychological limitations.
- 42. Assess, collaborate and coordinate care planning needs with other members of the health care team on a timely basis.
- 43. Implements plan of care in a safe, accurate and appropriate manner
- 44. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care
- 45. Distributes and maintains records of controlled substances and insures their security
- 46. Ability to assign/delegate patient care appropriately based on staff competency and patient acuity/needs
- 47. Provides direct supervision to unlicensed personnel
- 48. Performs complex nursing procedures and prescribed medical treatments
- 49. Observes and assesses patients conditions and behavior; assures patient safety and stability
- 50. Report significant changes to supervisor or physician
- 51. Performs admission assessments. Interviews and observes patients to ascertain medical history and current condition; review patient records
- 52. Administers injections, IV fluids and medications. Follows procedures for authorized medication administration and narcotic control.
- 53. Analyzes patient records and participates in interdisciplinary collaboration with professional staff to assure appropriate diagnostic testing and treatments are performed.
- 54. Reviews and validates physician's orders, develops and executes patient care plan and reports progress and unusual occurrences.
- 55. Prepares for sick call including assessment of resident if necessary; pulls medical record for review. Performs assessment and triage of during sick call; evaluates symptoms and determines essential care required
- 56. Prepares patients for physician's physical examination and assists in examination and treatment of patients
- 57. Prepares facility and equipment for use by physician
- 58. Assures sterilization and cleanliness of instruments and the environment
- 59. Appropriate response to emergency situation
- 60. Maintains records, inventory and physical security of drugs and medical supplies; orders and request as needed.
- 61. Aseptic technique
- 62. Staple/suture removal
- 63. Phlebotomy
- 64. Performs laboratory works, prepares specimens for laboratory; reviews laboratory test results; notifies patient of test results and physicians of critical lab values.

STANDARD

- 65. Collects and enters patient care data into patient charts and computer systems; reviews for accuracy.
- 66. Follows infection control procedures to contain the spread of contagious diseases and promote infection control
- 67. Provides consultation and information on continuity of care, complex treatment modalities and additional health and social services available to inmate.
- 68. Performs administrative duties; receives, logs in and file reports, clients charts, client interactions and other documents
- 69. Schedules hospital/clinic appointments when ordered; arranges temporary releases for medical follow up. Arrange pre-certification for and coordinate inmates to be admitted to and discharged from acute care facilities.
- 70. Maintains current inventory of supplies for medical staff needs and emergency kits/first aid kits for security staff
- 71. Assist as directed in restraint; quelling of disturbances or otherwise assist mental health and correctional staff in emergencies

Age Specific Competencies**Knowledge**

- 72. Demonstrate knowledge of growth and development
- 73. Criteria to identify victims of abuse and neglect

Skills

- 74. Performs age specific nursing assessments and develops interdisciplinary plan of care
- 75. Provides age appropriate nursing care
- 76. Assists in age specific medical data collection for nursing assessments.
- 77. Plans care with frequent breaks for elderly patients
- 78. Performs age specific treatments utilizing proper equipment
- 79. Assesses age specific safety issues
- 80. Demonstrate age appropriate communication skills
- 81. Demonstrates ability to provide age specific teaching and discharge planning for patient and facility staff

Service Standards

- 82. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 83. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 84. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 85. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 86. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
- 87. Safeguards patient confidentiality in all forms of communication.
- 88. Works effectively with others toward achieving common goals including morale and teamwork.
- 89. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

- 90. Oxygen wall regulators and setup of portable oxygen
- 91. Electronic thermometer
- 92. EKG machine
- 93. Doppler
- 94. Computer and printer
- 95. Dinamap
- 96. Crash cart
- 97. Defibrillator
- 98. Lifting equipment
- 99. Copier/fax
- 100. Ambulatory cuffs
- 101. Alarm systems

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Correctional Facility Nurse

Department: Corrections/Forensic Facility

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- Degree – RN/LPN
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current RN/LPN license in state of practice
- Knowledge of state, federal, JCAHO regulations
- Ability to learn specialized inmate care applicable to work assignment

EXPERIENCE

- One year med/surg experience
- One year ambulatory care/clinic experience
- One year Correctional/forensic Experience preferred

SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT

TESTING

- Minimum score of _____ on Clerical test
- Minimum typing of _____ wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date