



JOB DESCRIPTION

<i>Title</i>	Public Health Nurse I – Jail Nurse	<i>Created</i>	March 2011
<i>Department</i>	Sheriff's Office	<i>Revised</i>	
<i>Job Class</i>	A 16 O 3	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Oregon Nurses Association	<i>FLSA</i>	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 works with jail health care staff, corrections staff, and outside providers in the provision of inmate health care.

Essential Functions

- Performs professional nursing duties following the Health Care Policies and Procedures of the Clatsop County Corrections Facility.
- Maintains compliance with the Nurse Practice Act and applicable laws, administrative rules, and guidelines.
- Obtains and records inmate medical histories.
- Performs physical assessments of inmates.
- Reviews intake health assessments done by corrections staff and follows-up on any noted medications or health concerns.
- Provides information as directed by the sheriff or the courts.
- Manages the prescribing, procurement, administration, security, storage, inventory, and disposal of pharmaceuticals within the facility.
- Trains and delegates authority to corrections staff to administer medications to inmates.
- Coordinates sick call by the jail physician(s).
- Coordinates sick call by the outside mental health specialist.
- Maintains inmate medical records and files. Submits reports and program statistics as required.
- Maintains the nursing workstation in a safe and orderly condition.
- Reviews and triages inmate medical request slips and evaluates, treats, refers, and follows-up as determined necessary and appropriate.
- Attends jail staff meetings to review policies and procedures and to update information regarding the provision of medical services.
- Works cooperatively with public health staff regarding communicable disease control and other issues affecting the jail population.



JOB DESCRIPTION

Mandatory Qualifications

Graduation from an accredited school of nursing with a diploma; from an accredited two-year college with an associate degree in nursing; or graduation from an accredited four-year college or university school of nursing with a bachelor's degree in nursing. Must have a valid license to practice as a Licensed Practical Nurse (LPN) or Registered Nurse (RN) in the State of Oregon.

Ability to use independent judgment and to work well with corrections staff, understand and carry out technical instructions regarding patient care and deal professionally and respectfully with patients.

Desired Qualifications

Physical Demands

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

Working Conditions

Duties involve clinic-working 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.