

Job Description: Licensed Vocational Nurse-Jail Nurse

CLASS NO. 1058

EEOC CATEGORY: Technician

PAY GROUP: 116

FLSA: Non-Exempt

SUMMARY OF POSITION:

Supervises Jail personnel performing medical duties; remains on-call as needed to respond to any emergency situations at the Jail facility; assists doctors and other medical staff in evaluating total health care needs of patients, including developing plans to meet those needs, and arranging for and/or providing medical treatment to Jail inmates under the direct supervision of the Jail Physician.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports to:** Jail Physician and Jail Administrator and/or Sheriff.
2. **Directs:** Medical Assistant.
3. **Other:** Works closely with Jail personnel, Jail physician, various government and law enforcement agencies, other county departments, prisoners, and local area hospitals and medical personnel.

EXAMPLES OF WORK:

Essential Duties*

Supervises training of departmental employees regarding managing contagious diseases using policy as set forth by Texas Department of Health and Center for Disease Control under the direction of the Jail physician;

Assesses inmates' medical needs and arranges for or provides treatment, including wound treatment and suture removal, as directed by the Jail Physician;

Performs TB skin tests on inmates and department employees;

Assigns duties to other medical personnel as needed;

Schedules medical appointments for inmates as authorized by the Jail Physician;

Maintains inventory and orders medical equipment, supplies, and medications as ordered by the Jail Physician;

Adheres to security and safety procedures for inmates and staff;

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 1058 (continued)

Provides health care evaluations, instructions and counseling to inmates, including reviewing medical requests, following protocol established by the Jail Physician;

Processes new inmates by screening and evaluating medical and mental histories as needed in accordance with the Texas Commission on Jail Standards and protocols and under the direct supervision of the Jail Physician;

Orders lab tests as directed by the Jail Physician and completes associated paperwork;

Serves as the liaison between the Jail and other medical/mental health agencies as directed by the Jail Physician;

Monitors blood sugar and blood pressure on hypertensive and diabetic inmates and gives insulin and other injections as necessary as directed by the Jail Physician;

Supervises and dispenses medications and self-administered medications as ordered by a Physician and consults with the Jail Physician as soon as possible if prescribed by a Physician other than the Jail Physician;

Answers inmate and staff inquiries regarding inmate medical care;

Maintains medical charts, records, and other required medical documentation; makes requests for medical records transfers of new inmates;

Prepares medical summaries of inmates being transferred to other correctional facilities;

Maintains cleanliness in work area;

Requests special inmate diets as necessary;

Provides medical care services to inmate facilities;

Works on call as medically necessary; and

Performs other duties as assigned.

Other Important Duties*

Supervises Jail medical officer, including assigning and reviewing work, completing performance evaluations, training, and making recommendations on hiring medical staff;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: First aid, pharmacology, cardiopulmonary resuscitation, nursing, supervisory management, standard jail practices and procedures, laws, departmental policies, rules,

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CLASS NO. 1058 (continued)

regulations, instructions, federal and state laws regarding health care services and correctional literature regarding the custody of persons.

Ability to: train, supervise and motivate departmental personnel; understand and follow oral instructions; recognize problems and recommend solutions; analyze data; reason and make medical judgements and decisions, especially in emergencies; write clear and concise reports; maintain complete records as requires; operate computers; establish and maintain effective working relationships with other county employees and officials, inmates, and the general public; and maintain appropriate necessary certifications.

Other: While performing the duties of this job, the employee is occasionally required to stand, walk, sit, stoop, kneel, crouch or crawl. Must occasionally lift and/or move up to 20 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be physically fit and pass a physical exam by a medical doctor. In order to meet the physical demands of this job (handling of violent prisoners, etc.) must have full use of extremities. This position has been identified with possible risks of exposure to blood borne pathogens and/or other various hazards that require immunization against exposure.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school diploma or GED, with Associates' degree in nursing plus at least two years' experience in nursing and attainment of certification as a Licensed Vocational Nurse (LVN).

CERTIFICATES AND LICENSES REQUIRED:

Valid Driver's License

Certification as a Licensed Vocational Nurse (LVN)

Must be eligible to be license by the Texas Commission on Law Enforcement Officer Standards and Education as a Jailer.