

LINN COUNTY CLASSIFICATION

TITLE: NURSING SUPERVISOR
NUMBER: 673
PAY RANGE: 19
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2008 - 386
DATE: September 10, 2008

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs professional nursing, preventive medicine and corrections work in the Linn County Corrections Facility. Participates in the planning and implementation of the health care provided within the Corrections Facility and coordinates and supervises nursing staff activities, infection control and quality assurance.

SUPERVISION RECEIVED: Works under supervision of the Corrections Division Commander and the Shift Supervisor who assigns duties and evaluates performance and adherence to established policies. Nursing duties are conducted within the limits of the standing orders of the facility doctor.

SUPERVISION EXERCISED: Exercises supervision over nursing staff, assigning and directing the duties of subordinate personnel. An employee in this classification assists in the formulation and implementation of management decisions and policies. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Recommend housing assignments as it pertains to medical needs and safety of inmates. Insure that prisoner quarters are inspected for cleanliness and environmental safety.
2. Review intake screenings and perform physical assessments and health triage for prisoner's health conditions; do follow-up evaluation of any inmate lodged with medical complaints. Exercise supervision, control and custody of inmates during the performance of these activities.
3. Observe prisoners behavior and physical condition, gather pertinent information on prisoners' medical history and symptoms; maintain accurate medical records and prepare medical evaluation reports and statistical reports for the Corrections Facility doctor.
4. Do liaison and coordination of health care; work with corrections staff; the Corrections Facility doctor, hospital emergency room doctors, private physicians, mental health staff, and dental staff.

5. Provide or supervise provision of nursing care to include detoxification of patients; assist in emergency cases and trauma, call in prescriptions to pharmacy and administer medication to prisoners in accordance with physician orders, administer immunization for communicable diseases, instruct corrections staff in health care of prisoners. Hold daily sick call, collect specimens for further assessment or diagnosis such as communicable disease cultures, blood, etc.
6. Promote individual and group well being through educational activities including; counseling, teaching and formal programs.
7. Exercise supervision over nursing staff assigned. Responsible for coordinating and scheduling staff to meet facility needs.
8. Responsible for meeting the requirement to maintain accreditation with the National Commission for Correctional Healthcare and for keeping policy and procedures updated/written to reflect the standards as described by the National Commission.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of modern policies, procedures, and techniques for the custody, care and treatment of prisoners. Ability to maintain order and supervise conduct of prisoners. Ability to exercise good judgement, and act professionally and effectively in emergency and stress situations. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to nursing and corrections programs.

Knowledge of nursing principles, methods and procedures associated with preventive measures in the maintenance of health in a corrections facility. Knowledge of the uses and effects of medicines and narcotics. Ability to carry out instructions and standing orders and exercise judgement within the scope of nursing principles. Ability to establish and maintain effective working relationships with corrections staff, corrections doctor and other agencies.

Ability to work rotating shifts, evenings, nights, weekends, and may be asked to work holidays. Ability to work in a corrections setting.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited school of nursing with three years experience of acute care nursing; one year of experience in a public health position or one year of experience as a Corrections Officer or graduation from a two-year college with major course work in corrections. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of a current license to practice as a Licensed Practical Nurse is acceptable, however, preference will be given to those who possess a license to practice as a Registered Nurse in the State of Oregon. Must have certification as Correctional Healthcare Professional or acquire the certification within one year of hire.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is primarily performed indoors. Work requirements include being able to see (Corrected vision shall be at least 20/30 [Snellen] in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.), talk and hear (have no significant hearing loss), sit, stand and walk, read and write, bend, stoop and the ability to lift or move thirty (30) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice. The work involves potential exposure to blood products and cleaning materials.